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# 2001 ANNUAL TOWN REPORT

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*Prosper in Pembroke*



## Department Addresses & Phone Numbers

DEPARTMENT	ADDRESS	PHONE NUMBER
<b>TOWN HALL</b>  E-mail: <a href="mailto:townhall@pembroke-nh.com">townhall@pembroke-nh.com</a> Web Site: <a href="http://www.pembroke-nh.com">http://www.pembroke-nh.com</a>  Assessing Department Board of Selectmen Tax Collector Town Clerk Town Administration Planning and Land Use Department	311 Pembroke Street	485-4747
<b>AMBULANCE</b> Tri-Town Volunteer	Central Street	EMERGENCY - 911
<b>COMMUNITY ACTION PROGRAM</b>	15 Glass Street	485-7824
<b>FIRE DEPARTMENT</b>	247 Pembroke Street	EMERGENCY - 911 all other - 485-3621
<b>HIGHWAY DEPARTMENT</b>	8 Exchange Street	485-4422
<b>LIBRARY</b>	261 Pembroke Street	485-7851
<b>POLICE DEPARTMENT</b>	4 Union Street	EMERGENCY - 911 all other - 485-9173
<b>SCHOOL DEPARTMENT</b> Superintendent Pembroke Academy Three Rivers School Hill School Village School	267 Pembroke Street 209 Academy Road 243 Academy Road 300 Belanger Drive 30 High Street	485-5187 & 485-5188 485-7881 485-9539 485-9000 485-1807
<b>SEWER DEPARTMENT</b>	311 Pembroke Street	EMERGENCY - 485-5600 Billing & Service - 485-8658
<b>WATER WORKS</b>	212 Main Street	485-3362
<b>WELFARE DEPARTMENT</b>	311 Pembroke Street	485-4747



# ANNUAL REPORT

OF THE

Board of Selectmen and School Board

OF THE

## Town of Pembroke

TOGETHER WITH THE REPORTS OF THE

Treasurer, Trustees, Officers and  
Boards, Committees and Commissions  
of the Town

FOR THE

YEAR ENDING DECEMBER 31, 2001



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## TOWN OFFICIALS

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**Board of Selectmen:** Armand “Tom” Martel, Chairman - 2002; Gerald R. Belanger - 2003; John B. Goff - 2004

**Town Administrator:** David L. Stack

**Town Clerk:** James F. Goff - 2002

**Town Treasurer:** Julie Lustig - 2002; **Deputy Treasurer:** Cindy Pesaturo

**Tax Collector:** Nancy B. Clifford

**Chief of Police:** Wayne A. Cheney

**Fire Chief:** Harold Paulsen

**Road Agent:** Henry Malo

**Planning and Development Director:** Kerrie Diers

**Town Moderator:** Thomas E. Petit - 2002; **Assistant Town Moderator** - Charles Mitchell

**Supervisors of the Checklist:** Barbara Payne, Chair - 2002; Roland Young, Jr. - 2006; Florence Woods - 2004

**Library Trustees:** Marilyn Ross, Chair - 2002; Mark Cioffi - 2004; Charles Mitchell - 2003; Joyce Belanger - 2002; Alternate: Marie Brezosky - 2002; Emily Cooper - Theresa Caplette

**Trustees of Trust Fund:** Gerald E. Fleury, Chair - 2002; Normand Provencher - 2003; Jan Edmonds, 2004

**Sewer Commission:** Paulette Malo, Chair - 2002; Vacant - 2003; Harold Thompson - 2004

**Water Commission:** Helen Petit, Chair - 2006; Kevin Brasley - 2005; Maurice Lavoie - 2004; William Stanley - 2003; Edward Lavallee - 2002

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## APPOINTED BOARDS, COMMITTEES & COMMISSIONS

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### **Budget Committee**

David Freeman-Woolpert, Chair - 2002; Vacant, Vice-Chair - 2004; James Van Nest - 2003; Susan Moulton - 2003; Tim Sattler - 2004; Emily Cooper - 2003; Regina Baxter - 2002; Steven Daviault - 2002; Kenneth Plourde - 2004; Tina Courtermanche - 2004; John B. Goff, Board of Selectmen Representative; Gerry Fleury, School Board Representative

### **Cable TV Advisory Committee**

Gerry Fleury, Chair - 2003; Kenard Ayles - 2003; Peter Gailunas - 2002; Stephen Keith - 2004; Gerald R. Belanger, Board of Selectmen Representative

### **Cemetery Commission \***

Howard Robinson, Chair - 2004; William Stanley, Vice-Chair - 2004; James Garvin - 2003; . Kenneth A. Fowler - 2002; Robert Richards - 2004

### **Conservation Commission \***

Philip Harte, Chair - 2004; Frank Davis, Vice-Chair - 2004; Kris Strassner - 2003; Janet Fortnam - 2003; William M. Darby - 2002

### **Economic Development Committee \***

Marie Ayles, Chair - 2003; Nate Chapman - 2003; Dan Chase, - 2003; David Bibbins - 2002; Robert A. Baxter - 2002; Roberta Doore - 2002; Dana Carlucci - 2004; Gerald Belanger, Board of Selectmen Representative; Bill Boudreau, Planning Board Representative; Regina Baxter, Budget Committee Representative

### **Outstanding Citizen Committee \***

Celeste Borgman, Woman's Club Representative; Roberta Doore, Town Government Representative; Vincent Greco, Meet Me in Suncook Committee Representative; Clint Hanson, School District Representative; Isabelle Racine, Citizen Representative; Marilyn Ross, Past Recipient

### **Planning Board \***

William Boudreau, Chair - 2002; Cindy Lewis, Vice-Chair - 2002; George Fryer - 2003; Normand Provencher - 2003; Donald P. Connor - 2004; David J. Beauchesne - 2004; Alternates: Dan Crean - 2003; Richard Kelsea - 2002; Robert E. Bourque - 2004; William Pritchard - 2004; Armand "Tom" Martel Board of Selectmen Representative; Susan Gifford Secretary

### **Recreation Commission \***

Rose Galligan, Chair - 2002; Michelle Carvahlo - 2003; Robert M. Musil - 2002; Greg Goff - 2002; David Seavey - 2004

### **Roads Commission \***

Floyd Smith, Chair - 2004; Henry Malo; Oscar Plourde - 2002; Richard Kelsea, Planning Board Representative; - 2004 Alternate: Richard Stewart - 2004; Steve Keach - 2004; Kerrie Diers - 2004; Gary Seidner - 2004; Maurice Lavoie - 2004

### **Zoning Board of Adjustment \***

William Bonney, Chair - 2004; Bruce Kudrick, Vice-Chair - 2003; Vincent A. Flewelling - 2003; Kenard F. Ayles - 2003; Catherine A. Roche - 2002; Alternates: Steve J. Daviault - 2002; Ronald T. Halvorsen - 2004; Susan Gifford Secretary



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## TOWN OF PEMBROKE WAGE SCHEDULE

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### Board of Selectmen

Armand "Tom" Martel, Chair	\$2,494
Gerald R. Belanger	\$2,186
John B. Goff	\$2,186

### Treasurer

Julie Lustig

### Moderator

Tom Petit	\$140
Charles Mitchell, Asst.	\$100

### Supervisors of the Checklist

Barbara Payne	\$120
Florence Woods	\$120
Roland Young, Jr.	\$120

### Town Administration

	Grade	Start	Top
Custodian	5	9.10	11.06
Recording Secretary	6	9.56	11.61
Municipal Secretary	10	11.61	14.12
Account Clerk	10	11.61	14.12
Welfare Administrator	11	12.19	14.80
Finance Director	22	43,30	52,64
Town Administrator	27	55,26	67,18

### Planning & Land Use Department

Planning & Land Use Clerk	13	13.44	16,34
Code Enforcement Officer	18	35,62	43,30
Director of Planning and Development	21	41,23	50,13

### Tax Collector

Tax Collector	15	30,78	37,43
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### Town Clerk

Collections Clerk/Deputy Tax Collector	10	11.61	14.09
Town Clerk	15	30,78	37,43

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## WAGE SCHEDULE (CONT.)

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### Police Department

Police Secretary	10	11.61	14.09
Police Administrative Secretary	11	12.19	14.82
Police Officer	15	14.82	18.02
Detective	16	15.56	18.92
Sergeant	18	17.16	20.86
Lieutenant	21	41,23	50,13
Chief of Police	24	47,73	58,03

### Highway Department

Laborer	6	9.56	11.61
Driver/Operator	10	11.61	14.12
Secretary	10	11.61	14.12
Fleet Mechanic	13	13.44	16.34
Foreman	15	14.82	18.02
Road Agent	21	41,23	50,13

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## WAGE SCHEDULE (CONT.)

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### TEACHER'S SALARY SCHEDULE 2001/02

STEP	BA	BA+15	MA	MA+16
1	25,500	26,500	29,500	30,500
2	26,590	27,590	30,590	31,590
3	27,680	28,680	31,680	32,680
4	28,770	29,770	32,770	33,770
5	29,860	30,860	33,860	34,860
6	30,950	31,950	34,950	35,950
7	32,040	33,040	36,040	37,040
8	33,130	34,130	37,130	38,130
9	34,220	35,220	38,220	39,220
10	35,310	36,310	39,310	40,310
11	36,400	37,400	40,400	41,400
12	37,490	38,490	41,490	42,490
13	38,580	39,580	42,580	43,580
14	39,670	40,670	43,670	44,670

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### SCHOOL EMPLOYEE SALARY RANGES

Secretaries	\$ 9.62/hr.-\$13.50/hr.
Teacher Aides	\$ 8.02/hr.-\$14.02/hr.
Custodians	\$ 8.49/hr.-\$15.39/hr.
Lunch Program	\$ 6.40/hr.-\$ 7.25/hr.

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### SCHOOL OFFICERS SALARIES

#### SCHOOL BOARD MEMBERS

Clint Hanson, Chairman	\$698.79
Ron Clouser	657.19
Marilyn Duffy	657.19
Gerard Fleury	657.19
Theresa McCarthy	657.19

#### DISTRICT CLERK

Cynthia Menard	\$25/Meeting
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#### MODERATOR

Tom Petit	\$65/Meeting
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#### DISTRICT TREASURER

Julie Lustig	\$2,850.00
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#### DIRECTOR OF MAINTENANCE

Roger Simard	\$41,267.00
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## BOARD OF SELECTMEN

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The Board of Selectmen worked on a number of programs and issues in 2001, including the following:

**Police Station Facility Study:** In 2000, the Board formed a study committee to explore alternatives for the rehabilitation of the existing police station facility or the construction of a new facility. The results of the study concluded that the Town should rehabilitate and add on to the current Fire Station and create a Safety Complex for use by both the Fire and Police Departments. The Board would like to thank the Committee Chair, Bill Boudreau, and the other members of the Committee for the time and effort that they put into the study. The Board was represented on the Committee by Selectman Gerry Belanger.

**Economic Development:** The Board of Selectmen continued to support the efforts of the Economic Development Committee in actively working toward attracting business and economic growth to the Town. The members of the Board were pleased to attend the Economic Development Charette that was hosted by the PEDC in the spring of 2001 to discuss the future growth of the Town and where to place new commercial zones without detrimentally affecting the character of the Town. The Board would like to thank all of the program participants who gave up a good part of a Saturday to attend the charette and provide input and comment.

**Town Clock Restoration Project:** The restoration of the Town Clock and tower was completed in time for dedication at the 2001 Old Home Day celebration. The citizens of the community can now once again look up with pride at the ornate and beautiful clock. Thank you to the Meet Me in Suncook Committee for its fund-raising efforts and thank you to all of the people who contributed toward the restoration.

**Solid Waste Facility Operations:** Voters present at the 2001 Town Meeting voted to implement the collection of fees for appliances to expand the operating hours at the Town Solid Waste Facility from one day per week to two days for residential users. One Highway Department employee was designated to operate the Facility and this has led to a tightening up of the operation and a decrease in waste coming from other localities into the facility. The Board contracted with Dufresne-Henry, Inc. to assist the Town with seeking a valid facility operating permit from the State of New Hampshire. The State will first require the "closing" of the facility before it will grant a permit as a transfer station.

**Union Street Parking Project:** In response to requests from downtown merchants to provide more parking space in closer proximity to Main Street, the Board of Selectmen and Roads Commission altered the configuration of Union Street, between Main Street and Prospect Street, to create additional parking spaces. The Board would like to thank the Suncook United Methodist Church for granting the Town an easement to move the sidewalk on the northern side of Union Street in order to create the area needed for the new parking spaces.

The Board would like to thank all of the volunteers serving on boards, committees and commissions, as well as all of the Town employees. Working together, we can continue to maintain the way of life that we all enjoy in the Town of Pembroke.

Board of Selectmen

Armand "Tom" Martel, Chair  
Gerald R. Belanger  
John B. Goff



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**CITIZEN OF THE YEAR**

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**MARILYN ROSS**

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## REPORT OF THE NEW HAMPSHIRE SENATE

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I appreciate this opportunity to report to the residents of Pembroke from the New Hampshire Senate.

Once again the funding of the state's share of the cost of public education overshadowed the biennial budget process. Public education represents the largest single public expenditure in New Hampshire. The Legislature has committed the state to funding more than half the total cost of the public school system. But, several questions --including how to distribute state funds among school districts most efficiently, how to hold school districts accountable for the quality of education they provide and how to raise the revenue required to fund the state's contribution - remain subjects of ongoing debate. At the same time, whether the state has fulfilled its constitutional duty to define and provide every educable child with an adequate education is the subject of renewed litigation before the Supreme Court.

This session I will chair the Banks Committee as well as serve on the Finance, and Executive Departments & Administration committees. The slowed economy has put pressures on the state budget, prompting the Governor to instruct departments and agencies to reduce spending. The timing and strength of the economic recovery will determine whether further adjustments are required during the session. Meanwhile, the Legislature will continue to address issues surrounding public education and judicial reform while completing the task of redrawing the congressional districts along with the House and Senate districts to match the 2000 census.

If you wish to raise these or other issues with me or if I can help with a problem, please contact me by calling or writing my office at 271-3207, Room 120, State House, Concord, NH 03301.

### *Education Funding*

Type	RSA Reference	Fiscal Year 2002	Fiscal Year 2003
Building Aid	198:15a-15h	394,514	394,514
Special Education	186-C:18, III & IV	102,689	102,689
Tuition & Transport	188-E	3,143	3,143
Driver Education	263:52	23,250	23,250
Adequate Education	198:38,40	5,350,865	5,078,894
Totals		5,874,461	5,602,490

### *Funding*

Type	RSA Reference	Fiscal Year 2002	Fiscal Year 2003
Environmental	486	77,089	77,089
Meals & Rooms	78-A:26	179,728	208,899
Revenue Sharing	31-A	88,616	88,616
Highway Grant	235:23	120,202	12-,202
Totals		465,635	494,806

*Respectfully submitted,*  
Sylvia Larsen  
NH Senate, District 15

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## ANNUAL TOWN MEETING MINUTES

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### MINUTES OF THE ANNUAL TOWN MEETING MARCH 13, 2001

The meeting was opened by Moderator Thomas E. Petit at 11:00 a.m.

A motion was made to read and act on Articles #1 and #2 and the remaining articles to be read and acted upon at the deliberative session on March 17, 2001 at the Pembroke Academy Auditorium.

MOVED: Charles Mitchell

SECONDED: Roland Young, Jr.

VOTE: YES

MOTION PASSED

Moderator Petit read Articles #1 and #2 on the Town warrant and then opened the polls for voting.

**ARTICLE #1:** To choose all necessary officers for the year ensuing.

\*Denotes elected

Town Clerk for one year:

vote for one

James F. Goff 434\*

Water Commissioner for five years:

vote for one

Helen L. Petit 408\*

Treasurer for one year:

vote for one

Daryl L. Borgman 397\*

Mark Cioffi 87 write-in votes\*

Library Trustee for three years:

vote for two

Susan E. Lonergan 373\*

Selectman for three years:

vote for one

John B. Goff 273\*

Victor A. Martin, Sr. 147

Michael Hebert 16 write-in votes

Charles Mitchell 30 write-in votes

Library Trustee for two years:

vote for one

Charles Mitchell 101 write-in votes\*

Sewer Commission for three years:

vote for one

Harold L. Thompson 399\*

Trust Fund Trustee for three years:

vote for one

Janice W. Edmonds 388\*

**ARTICLE #2:** Are you in favor of the adoption of the following amendments to the existing Zoning Ordinance of the Town of Pembroke as proposed by the Planning Board:

Amendment #1: To amend Chapter 143 of the Code of the Town of Pembroke, entitled Zoning, to amend Section 143-45.1, Parking Requirement Waivers.



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## ANNUAL TOWN MEETING MINUTES (CONT.)

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Explanation: The purpose of Amendment #1 is to clarify that under RSA 674:21(h), the Planning Board may modify the parking requirements of the zoning ordinance if it finds that a) practical difficulties may result from strict compliance with regulations, b) an alternative proposal is appropriate for the circumstances and use of the property, c) the purposes of the zoning ordinance may be served to a greater extent by the alternative proposal, and d) good cause is shown. This will allow the Board greater flexibility when reviewing commercial development proposals under site plan review where alternative parking schemes would result in a better overall development design.

YES: 305

NO: 103

AMENDMENT #1 PASSED

Amendment #2: To amend the Code of the Town of Pembroke by deleting and repealing Chapter 143, Article XII, Impact Fees, and replacing it with a new Article XII, to be entitled Impact Fees, which provides for collection of impact fees, the demand for which is generated by new development.

EXPLANATION: The purpose of Amendment #2 is to replace the current Impact Fee Ordinance with one that complies with a recent NH Supreme Court decision concerning impact fees. The amendment will allow the Planning Board to assess impact fees on new development and will allow the Planning Board to continue to work with developers to complete the off-site improvements which are necessary as a result of the development.

YES: 336

NO: 76

AMENDMENT #2 PASSED

### DELIBERATIVE SESSION MARCH 17, 2001

Moderator Petit opens the meeting at 10:36 a.m. and gives the results of the ballot vote held on Tuesday, March 13, 2001 and then read Warrant Articles #3 through #18.

Recognition was given to Marilyn Ross as Pembroke's Citizen of the Year.

**ARTICLE #3:** To see if the Town will vote to raise and appropriate the sum of nine hundred ninety-seven thousand dollars (\$997,000) for the purpose of constructing a new library building, eight hundred thousand dollars (\$800,000) of such sum to be raised through the issuance of bonds or notes under and in compliance with the Municipal Finance Act, RSA 33:1 et seq., as amended; furthermore to authorize the withdrawal of one hundred forty three thousand dollars (\$143,000) plus all accumulated interest to the date of withdrawal from the Library Building Capital Reserve Funds; to authorize the withdrawal of fifty-four thousand dollars (\$54,000) plus all accumulated interest to the date of withdrawal from the Library Donation Trust Fund; to authorize the Selectmen to issue, negotiate, sell and deliver said bonds and notes and to



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## ANNUAL TOWN MEETING MINUTES (CONT.)

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determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Selectmen to take any other action or to pass any other vote relative thereto. Recommended by Board of Selectmen and Budget Committee. (2/3 ballot vote required).

MOVED: Joyce Belanger

SECONDED: Marilyn Ross

Marilyn Ross, Library Trustee, gave a presentation on the changes in the size of the proposed library and how much the Library Trustees have raised in donations and fund-raising.

David Freeman-Woolpert, Chair of the Budget Committee, explained that the vote of the budget committee was 10 in favor and 1 abstained. He stated that unlike last year when a proposal for a new library was brought in front of the budget committee and they had voted in favor so that the residents of the Town of Pembroke would have a chance to act on the proposal, this year the budget committee voted for and was in favor of the proposal. The first payment of approximately \$103,000 for the library bond would take place after the last payment of \$113,000 for the sewer plant bond.

Cheryl Tufts asks how much is in the Library Impact Fee Fund.

Kerrie Diers, Director of Planning and Land Use, states that there is approximately \$6,000 in the fund.

Larry Preston asks what the impact in taxes per thousand would be.

Daryl Borgman explains that it would be about \$.36 to \$.40 per thousand of assessment.

Thomas Colburn asks why the dollar amount in the warrant article doesn't represent the total cost of the project.

David Freeman-Woolpert explains that this amount would cap the amount of money the town would have to raise in taxes for the project.

Thomas Colburn states that we should use the retiring sewer bond as a way to lower taxes because we need to think about future repair/replacement of the sewer plant.

There was a motion made to amend Article #3 to read: "To see if the Town will vote to raise and appropriate the sum of nine hundred ninety-seven thousand dollars (\$997,000) for the purpose of constructing a new library building, up to four hundred and fifty thousand dollars (\$450,000) of such sum to be raised through the issuance of bonds or notes under and in compliance with the Municipal Finance Act, RSA 33:1 et seq., as amended; furthermore to authorize the transfer of the December 31 fund balance in the amount up to three hundred and fifty thousand dollars (\$350,000); to authorize the withdrawal of one hundred forty three thousand dollars (\$143,000) plus all accumulated interest to the date of withdrawal from the Library Building Capital Reserve Funds; to authorize the withdrawal of fifty-four thousand dollars (\$54,000) plus all accumulated interest to the date of withdrawal from the Library

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## ANNUAL TOWN MEETING MINUTES (CONT.)

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Donation Trust Fund; to direct the Selectmen to utilize any grant money received relative to the building of this Library for the purpose of reducing the principal amount of said bonds or notes to the extent consistent with the provisions of those grants; and to authorize the Selectmen to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Selectmen to take any other action or to pass any other vote relative thereto.”

MOVED: Thomas Colburn

SECONDED: Keith Momberger, Sr.

Gerard Fleury questions the legality of using the Fund Balance without putting it on the warrant.

Thomas Colburn stated that he felt that argument is just a scare tactic and that he checked with the Department of Revenue Administration and the Secretary of State's office and was told by both offices that it was OK to use the fund balance even if it wasn't on the Town Meeting Warrant.

David Freeman-Woolpert and Daryl Borgman spoke in opposition to the amendment.

James Vannest spoke in favor of the amendment.

There was a motion made to vote on the amendment.

MOVED: Armand “Tom” Martel

SECONDED: Gerald Belanger

VOTE ON MOTION: YES

MOTION PASSED

VOTE ON AMENDMENT: NO

AMENDMENT TO ARTICLE #3 DEFEATED

There was a motion made to vote on Article #3 as originally presented.

MOVED: Roy Annis, Jr.

SECONDED: Thomas Veinotte

VOTE: YES

The polls were opened at 12:00 noon.

Moderator Petit continues with the ensuing articles at 12:33 p.m.

**ARTICLE #4:** To see if the Town will vote to raise and appropriate the sum of thirty thousand dollars (\$30,000) to be added to the Sewer and Water Extension Capital Reserve Fund previously established and to authorize the transfer of the December 31 fund balance in that amount for this purpose. Recommended by Board of Selectmen and Budget Committee. (Majority vote required)

MOVED: Brian Lemoine

SECONDED: Daniel Crean



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## ANNUAL TOWN MEETING MINUTES (CONT.)

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VOTE: YES

ARTICLE #4 PASSED

**ARTICLE #5:** To see if the Town will vote to raise and appropriate the sum of one hundred and ten thousand dollars (\$110,000) to be added to the Town Equipment Capital Reserve Fund previously established. Recommended by Board of Selectmen and Budget Committee. (Majority vote required)

MOVED: John B. Goff

SECONDED: Gerald Belanger

VOTE: YES

ARTICLE #5 PASSED

**ARTICLE #6:** To see if the Town will vote to raise and appropriate the sum of sixty-eight thousand two hundred dollars (\$68,200) to be added to the Fire Equipment Capital Reserve Fund previously established. Recommended by Board of Selectmen. Not recommended by Budget Committee. (Majority vote required)

MOVED: Richard Chase

SECONDED: William Boudreau

There was a motion made to amend the dollar amount to \$28,200.

MOVED: Gerald Belanger

SECONDED: Thomas Veinotte

VOTE ON AMENDMENT: YES    AMENDMENT PASSED

VOTE ON AMENDED ARTICLE #6: YES

ARTICLE #6 PASSED AS AMENDED

**ARTICLE #7:** To see if the Town will vote to raise and appropriate the sum of fifteen thousand seven hundred fifty dollars (\$15,750) to be added to the Fire Department Small Equipment Fund previously established and to authorize the transfer of the December 31 fund balance in that amount for this purpose. Recommended by Board of Selectmen and Budget Committee. (Majority vote required)

MOVED: Armand "Tom" Martel

SECONDED: Brian Lemoine

VOTE: YES

ARTICLE #7 PASSED

**ARTICLE #8:** To see if the Town will vote to raise and appropriate the sum of thirty thousand dollars (\$30,000) to be added to the Library Building Capital Reserve Fund previously established and to authorize the transfer of the December 31 fund balance in that amount for this purpose. Recommended by Board of Selectmen and Budget Committee. (Majority vote required)

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## ANNUAL TOWN MEETING MINUTES (CONT.)

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There was a motion made to table Article #8 until after the results of Article #3 are read.

MOVED: Daryl Borgman

SECONDED: Andrew Nash

VOTE ON MOTION: YES

MOTION PASSED

**ARTICLE 9:** To see if the Town will vote to raise and appropriate the sum of five thousand dollars (\$5,000) to be added to the Sidewalk Construction/Repair Capital Reserve Fund previously established. Recommended by Board of Selectmen. Not recommended by Budget Committee. (Majority vote required)

MOVED: Gerald Belanger

SECONDED: Armand "Tom" Martel

Selectman Gerald Belanger explains that there is about \$4,600 in the fund and they would like to add to that amount.

VOTE: YES

ARTICLE #9 PASSED

**ARTICLE #10:** To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purchase of a new computer accounting and assessing system and to raise appropriate the sum of eighty-eight thousand dollars (\$88,000) to be placed in this fund, and to authorize the transfer of the December 31 fund balance in that amount for this purpose, and to designate the Board of Selectmen as agents to expend. Recommended by Board of Selectmen and Budget Committee. (Majority vote required)

MOVED: John B. Goff

SECONDED: William Boudreau

VOTE: YES

ARTICLE #10 PASSED

Moderator Petit closed the polls for voting at 1:05 p.m. on Article #3 after all registered voters had a chance to vote and the polls had been open for one hour. The counting of the ballots was done as the meeting proceeded.

**ARTICLE #11:** To see if the town will vote to raise and appropriate a sum not to exceed twenty thousand dollars (\$20,000) to purchase a flail mower for the trackless tractor and to authorize the withdrawal of a sum not exceed twenty thousand dollars (\$20,000) from the Town Equipment Capital Reserve Fund create for this purpose. Recommended by Board of Selectmen and Budget Committee. (Majority vote required)

MOVED: Gerald Belanger

SECONDED: Regis Lemaire

Larry Preston asks why the Budget Committee recommended this article but did not recommend Article #9.



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## ANNUAL TOWN MEETING MINUTES (CONT.)

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David Freeman-Woolpert, Chair of the Budget Committee stated that the committee did not feel the sidewalks were as critical as the flail mower.

VOTE: YES

ARTICLE #11 PASSED

**ARTICLE #12:** To see if the Town will vote to raise and appropriate a sum not exceed eight thousand dollars (\$8,000) to rehabilitate French's Cemetery and to authorize the withdrawal of a sum not to exceed eight thousand dollars (\$8,000) from the Cemetery Maintenance Capital Reserve Fund created for this purpose. Recommended by Board of Selectmen and Budget Committee. (Majority vote required)

MOVED: Howard Robinson`

SECONDED: Armand "Tom" Martel

Howard Robinson, Cemetery Commissioner, explains that the cemetery has not had any maintenance for a long time.

After much discussion there is motion made to vote on the Article

MOVED: Richard Chase

SECONDED: Brian Lemoine

VOTE: YES

**VOTE ON ARTICLE #12: YES    ARTICLE #12 PASSED**

**ARTICLE #13:** To see if the Town will vote to raise and appropriate the sum of \$5,069,246 which represents the operating budget. Said sum does not include special or individual articles addressed.

MOVED: David Freeman-Woolpert

SECONDED: Daryl Borgman

There was a motion made to amend the budget amount to add \$18,000 to cover the additional snow removal.

MOVED: Gerald Belanger

SECONDED: Armand "Tom" Martel

The voice vote on the amendment was to close to call, so the Moderator asked for a hand count and the results are as follows

YES 121    NO 124    AMENDMENT TO ARTICLE #13 FAILED

**VOTE ON ARTICLE #13 AS ORIGINALLY PRESENTED: YES**

ARTICLE #13 PASSED

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## ANNUAL TOWN MEETING MINUTES (CONT.)

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At this time Moderator Petit read the results to the vote on Article #3 and the results are as follows:

501 ballots cast          2/3 needed to pass = 334

YES 331      NO 168      VOID 2      ARTICLE #3 FAILS

There was a motion made to reconsider Article #3 on a date set later in this meeting.

MOVED: Marilyn Ross      SECONDED: Dan Stauffacher

VOTE TO RECONSIDER: YES      MOTION PASSED

**ARTICLE #14:** To see if the Town will vote to change the purpose of the existing Solid Waste Closure Capital Reserve fund to the Solid Waste Facility Maintenance/Closure Fund and to designate the Board of Selectmen as agents to expend. (2/3 vote required)

MOVED: Armand "Tom" Martel      SECONDED: Gerald Belanger

VOTE: YES      ARTICLE #14 PASSED

**ARTICLE #15:** To see if the Town is in favor of amending the Code of the Town of Pembroke, Chapter 133 thereof, entitled solid Waste Management, to expand the hours of the solid waste facility, set fees for certain uses of the facility, and regulate the amount of trash accepted from commercial/residential mixed-use properties.

MOVED: John B. Goff      SECONDED: Armand "Tom" Martel

VOTE: YES      ARTICLE #15 PASSED

**ARTICLE #16:** To see if the Town will vote to accept from the Captain Andrew Buntin Chapter of the Daughters of the American Revolution a certain property identified as Pembroke Park, so-called, located in the Town of Pembroke as a gift, subject to the following conditions: 1) The deed shall provide that the park shall be maintained and preserved as a park and as a memorial to those who fought to preserve the nation and the union. The Civil War monument and two artillery pieces, known as cannon, along with other war memorials, shall be maintained and preserved at the location in perpetuity, and these memorials shall neither be sold nor otherwise removed from the park; 2) The Captain Andrew Buntin Chapter of the Daughters of the American Revolution shall retain the right and privilege to hold the annual fund raiser at the park, at no cost to the Chapter; and 3) If, at some future time, the Town of Pembroke should find itself unable or unwilling to continue its ownership, then the park, with its monuments and appurtenances shall be gifted by the Town to a non-profit organization in the Town of Pembroke, willing to assume that honor and duty under the same conditions.

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## ANNUAL TOWN MEETING MINUTES (CONT.)

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MOVED: Laurent Perron

SECONDED: Thomas Veinotte

Janet Anderson and Anne Hasbany spoke in opposition to this article.

Charles Hamilton spoke in favor of the article.

VOTE: NO

ARTICLE #16 FAILED

**ARTICLE #17:** To see if the Town is in favor of the State of New Hampshire constructing a new bridge connecting Buck Street in Pembroke to Turnpike Street in Allenstown. The Town of Pembroke will then assume all future maintenance and replacement costs for the bridge.

MOVED: Andrew Nash

SECONDED: William Stanyan

Town Administrator David L. Stack explained that this is just an advisory article and that it does not guarantee that the state will or will not build the bridge to be turned over to the town.

Emily Cooper asked if the bridge would be wheelchair accessible.

David Stack stated that the state would not put in sidewalks.

Gerard Fleury asked if there would be any loss of assessed property value.

David Stack said that there would be the loss of the two buildings at the bottom of Turnpike St. in Pembroke.

Andrew Nash stated that there would be almost no maintenance costs on the bridge to the town for a long time.

James Garvin, William Stanyan, and Chester Martel spoke in favor of the article.

There was a motion made to move the question.

MOVED: William Stanyan

SECONDED: Brian Tufts

VOTE: YES

MOTION PASSED

VOTE ON ARTICLE #17: YES

ARTICLE #17 PASSED

**ARTICLE #18:** To transact any other business that may legally come before said meeting.

There was a motion made to recess this meeting to Saturday, April 21, 2001, 10:00 a.m. at Pembroke Academy to act on Articles #3 and #8.



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## ANNUAL TOWN MEETING MINUTES (CONT.)

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MOVED: Gerald Belanger

SECONDED: Thomas Veinotte

There was then a motion to amend the previous motion to change the date to Saturday, April 14, 2001.

MOVED: Catherine Roche

SECONDED: Chester Martel

VOTE ON AMENDMENT: NO

AMENDMENT FAILED

VOTE ON ORIGINAL MOTION: YES

MOTION PASSED

There was a motion made to adjourn until Saturday, April 21, 2001 at 10:00 a.m.

MOVED: Gerald Belanger

SECONDED: Armand "Tom" Martel

The meeting closed at 2:47 p.m.

### MINUTES OF THE ANNUAL TOWN MEETING APRIL 21, 2001

#### RECESSED SESSION

The meeting was opened by Moderator Petit at 10:15 a.m.

Moderator Petit explains what preceded today on Article #3. He then called the meeting to order by reading Warrant Article #3.

**ARTICLE #3:** To see if the Town will vote to raise and appropriate the sum of nine hundred ninety-seven thousand dollars (\$997,000) for the propose of constructing a new library building, eight hundred thousand dollars (\$800,000) of such sum to be raised though the issuance of bonds or notes under and in compliance with the Municipal Finance Act, RSA 33:1 et seq., as amended; furthermore to authorize the withdrawal of one hundred forty three thousand dollars (\$143,000) plus all accumulated interest withdrawal of fifty-four thousand dollars (\$54,000) plus all accumulated interest to the date of withdrawal from the Library Donation Trust Fund; to authorize the selectmen to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Selectmen to take any other action or to pass any other vote relative thereto. Recommended by Board of Selectmen and Budget Committee. (2/3 ballot vote required).

There was a motion made to amend Article #3 to read: "To see if the Town will vote to raise and appropriate the sum of one million three hundred ninety-two thousand dollars (\$1,392,000) for the purpose of constructing a new library building; up to four hundred thousand dollars (\$400,000) of such sum to be raised through the issuance of bonds or notes under and in



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## ANNUAL TOWN MEETING MINUTES (CONT.)

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compliance with the Municipal Finance act, RSA33:1 et seq., as amended; furthermore to authorize the withdrawal of one hundred forty three thousand dollars (\$143,000) plus all accumulated interest to the date of withdrawal from the Library Building Capital Reserve Fund; to authorize the withdrawal of sixty-six thousand five hundred dollars (\$66,500) plus all accumulated interest to the date of withdrawal from the Library Donation Trust Fund; to authorize the transfer of four hundred thousand dollars (\$400,000) from the December 31 fund balance; with the balance to be raised by donations and grants and no amount to be raised through taxation; to authorize the Selectmen to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Selectmen to take any other action or to pass any other vote relative thereto. Recommended by Board Selectmen and Budget Committee. (2/3 ballot vote required)”

MOVED: Marilyn Ross

SECONDED: Andrew Nash

Sharon Caldwell asks where the other \$380,000 for the library will come from.

Marilyn Ross states that it will be raised by fund raising.

David Freeman-Woolpert explains the budget committee’s stand on this amendment.

Town Administrator David Stack explains the comparison between the article as originally written and the amendment.

VOTE ON AMENDMENT: YES

AMENDMENT PASSED

Moderator Petit opened the polls for voting on amended Article #3 at 10:46 a.m.

Moderator Petit proceeds with the meeting at 11:16 a.m.

There was a motion made to reconsider Article #16.

MOVED: Janet Anderson

SECONDED: Henry Munroe

VOTE TO RECONSIDER: YES

MOTION PASSED

**ARTICLE #16:** To see if the Town will vote to accept from the Captain Andrew Buntin Chapter of the Daughters of the American Revolution a certain property identified as Pembroke Park, so-called, located in the Town of Pembroke as a gift, subject to the following conditions: 1) The deed shall provide that the park shall be maintained and preserved as a park and as a memorial to those who fought to preserve the nation and the union. The Civil War monument and two artillery pieces, known as cannon, along with other war memorials, shall be maintained and preserved at the location in perpetuity, and these memorials shall neither be sold nor otherwise removed from the park; 2) The Captain Andrew Buntin Chapter of the Daughters of the American Revolution shall retain the right and privilege to hold the annual fund raiser at the

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## ANNUAL TOWN MEETING MINUTES (CONT.)

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park, at no cost to the Chapter; and 3) If, at some future time, the Town of Pembroke should find itself unable or unwilling to continue its ownership, then the park, with its monuments and appurtenances shall be gifted by the Town to a non-profit organization in the Town of Pembroke, willing to assume that honor and duty under the same conditions.

MOVED: Janet Anderson

SECONDED: Henry Munroe

VOTE: YES

ARTICLE #16 PASSED

Moderator Petit closed the polls for voting at 11:48 a.m. on amended Article #3 after all registered voters had a chance to vote and the polls had been open for one hour.

The results are as follows:

609 ballots cast. 2/3 needed to pass equals 406

YES 433

NO 176

ARTICLE #3 PASSED

There was no action taken on Article #8. The intention of Article #8 was to put money into the Library Building Capital Reserve Fund until the Town voted to build a new library. With the passage of Article #3, the Town did not need to put any more money in the Library Building Capital Reserve Fund.

There was a motion made to adjourn.

MOVED: Armand "Tom" Martel

SECONDED: Andrew Nash

VOTE: YES

The meeting adjourned at 12.08 p.m.

Respectfully submitted,

James F. Goff  
Town Clerk  
Town of Pembroke

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**SUMMARY INVENTORY OF VALUATION**  
**1998-2001 COMPARISON**

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	<i>1998</i>	<i>1999</i>	<i>2000</i>	<i>2001</i>
<b>LAND</b>				
<i>Current Use</i>	<i>1,035,800</i>	<i>992,700</i>	<i>974,085</i>	<i>945,481</i>
<i>Conservation Restriction Assess.</i>	<i>950</i>	<i>950</i>	<i>950</i>	<i>950</i>
<i>Residential</i>	<i>61,315,250</i>	<i>61,890,900</i>	<i>63,195,550</i>	<i>64,028,450</i>
<i>Commercial/Industrial</i>	<i>9,435,950</i>	<i>9,569,100</i>	<i>11,176,050</i>	<i>88,106,000</i>
<i>Land Total</i>	<i>71,787,950</i>	<i>72,453,650</i>	<i>75,346,635</i>	<i>73,785,481</i>
<b>BUILDINGS</b>				
<i>Residential</i>	<i>120,983,950</i>	<i>123,140,050</i>	<i>127,567,200</i>	<i>131,415,240</i>
<i>Manufactured Housing</i>	<i>1,434,500</i>	<i>1,438,600</i>	<i>1,422,400</i>	<i>1,437,600</i>
<i>Commercial/Industrial</i>	<i>22,053,350</i>	<i>24,667,450</i>	<i>26,119,550</i>	<i>29,280,650</i>
<i>Buildings Total</i>	<i>144,471,800</i>	<i>149,246,100</i>	<i>155,109,150</i>	<i>162,133,490</i>
<b>PUBLIC UTILITIES</b>				
<i>Gas</i>	<i>3,158,600</i>			
<i>Electric</i>	<i>4,374,150</i>			
<i>Utilities Total</i>	<i>7,532,750</i>	<i>7,633,550</i>	<i>7,756,000</i>	<i>7,922,600</i>
<i>Gross Valuation</i>	<i>223,792,500</i>	<i>229,333,300</i>	<i>238,211,785</i>	<i>243,841,571</i>
<i>Less Exemptions</i>	<i>1,765,000</i>	<i>1,732,500</i>	<i>1,611,450</i>	<i>1,586,450</i>
<i>Net Assessed Valuation</i>	<i>\$222,027,500</i>	<i>\$227,600,800</i>	<i>\$236,600,335</i>	<i>242,255,121</i>
<i>Increase</i>	<i>2,693,250</i>	<i>5,573,300</i>	<i>8,999,535</i>	<i>5,654,786</i>



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## 2001 TAX RATE CALCULATION

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### TOWN PORTION

Appropriations	6,766,196
Less: Revenues	4,379,882
Less: Shared Revenues	33,052
Add: Overlay	16,046
Add: War Service Credits	43,602

Net Town Appropriation 2,412,910

Approved Town Tax Effort 2,412,910 TOWN RATE  
9.96

### SCHOOL PORTION

Net Local School Budget	9,964,934
Less: Adequate Education Grant	366,459
Less: State Education Taxes	1,690,406

Approved School Tax Effort 4,614,069 LOCAL  
SCHOOL RATE  
19.05

### STATE EDUCATION TAXES 6.60

Equalized Valuation (no utilities) X  
234,349,975 1,690,406 STATE  
SCHOOL RATE  
7.21

### COUNTY PORTION

Due to County	719,598
Less: Shared Revenues	7,395

712,203 COUNTY RATE  
2.94

TOTAL RATE  
39.16

Total Property Taxes Assessed	9,429,588
Less: War Service Credits	43,602
Total Property Tax Commitment	9,385,986



## 2001 COMPARATIVE STATEMENT OF EXPENDITURES

<i>DEPARTMENT</i>	<i>APPROPRIATION</i>	<i>EXPENDED*</i>	<i>BALANCE</i>
<i>Executive</i>	252,606	242,124	10,482
<i>Elec., Reg. &amp; Vital Stat.</i>	85,320	78,504	6,816
<i>Financial Administration</i>	139,990	129,674	10,316
<i>Planning and Zoning</i>	109,913	104,513	5,400
<i>Cemeteries</i>	9,953	7,526	2,427
<i>Other General Government</i>	147,729	129,085	18,644
<i>Police</i>	685,624	684,441	1,183
<i>Fire</i>	182,885	146,072	36,813
<i>Emergency Preparedness</i>	463	413	50
<i>Highways and Streets</i>	507,624	506,976	648
<i>Road Construction/Maint</i>	491,200	494,596	(3,396)
<i>Fleet Maintenance</i>	59,372	57,589	1,783
<i>Solid Waste Disposal</i>	310,090	310,361	(271)
<i>Public Health</i>	40,513	40,528	(15)
<i>Welfare Department</i>	51,545	62,334	(10,789)
<i>Parks and Recreation</i>	74,728	68,080	6,648
<i>Library</i>	106,078	106,078	0
<i>Patriotic Purposes</i>	3,400	3,650	(250)
<i>Conservation Commission</i>	835	508	327
<i>Economic Development</i>	16,025	12,353	3,672
<i>Principal-Long Term Bonds</i>	365,397	365,397	0
<i>Interest-Long Term Bonds</i>	120,209	119,861	348
<i>Interest on TAN</i>	107,045	100,371	6,674
<i>Capital Outlay</i>	360,211	343,718	16,493
<i>Payments-Capital Reserve Funds</i>	228,500	228,500	0
<i>Sewer Commission</i>	418,599	418,599	0
<i>Water Services</i>	453,319	453,319	0
<b>TOTAL</b>	<b>\$5,329,173</b>	<b>\$5,215,170</b>	
<b>NET BALANCE OF APPROPRIATIONS</b>			<b>\$114,003</b>
<i>*Unaudited</i>			

## LONG TERM INDEBTEDNESS

<b>Purpose:</b>	<b>Town Library</b>		<b>Rte. 3/106 Sewer Project</b>		<b>Highway Garage</b>		
<b>Amount:</b>	\$400,000		\$3,155,947		\$430,000		
<b>Year:</b>	2001		1994		1999		
<b>Interest:</b>	5.25%		3.9%		4.85%		
							<b>TOTAL</b>
<b>Maturities</b>	<b>Principal</b>	<b>Interest</b>	<b>Principal</b>	<b>Interest</b>	<b>Principal</b>	<b>Interest</b>	<b>Principal &amp; Interest</b>
2002		10,500	210,396.50	82,212.43	55,000.00	15,520.00	373,628.93
2003	50,000.00	21,000.00	210,396.50	73,991.19	55,000.00	12,852.50	423,240.19
2004	50,000.00	18,375.00	210,396.50	65,769.95	55,000.00	10,185.00	409,726.45
2005	50,000.00	15,750.00	210,396.50	57,548.70	55,000.00	7,517.50	396,212.70
2006	50,000.00	13,125.00	210,396.50	49,327.46	55,000.00	4,850.00	352,698.96
2007	50,000.00	10,500.00	210,396.50	41,106.22	25,000.00	3,637.50	340,640.22
2008	50,000.00	7,875.00	210,396.50	32,884.97	25,000.00	2,425.00	328,581.47
2009	25,000.00	5,250.00	210,396.50	24,663.73	25,000.00	1,212.50	291,522.73
2010	25,000.00	3,878.00	210,396.50	16,442.49			255,716.49
2011	25,000.00	2,625.00	210,396.55	8,221.25			246,242.80
2012	25,000.00	1,313.00					26,313.00

## TOWN OWNED PROPERTIES

MAP/LOT	LOCATION/DESCRIPTION	ACRES	LAND	BLDG
VE 1	172 Main Street - Veterans Park	0.12	8,000	
VE 62	212 Main Street - Water Works	0.25	24,700	51,000
VE 165	Central Street - Municipal Parking Lot	0.75	69,100	
VE 195	Glass Street	1.50	3,000	
VW 113 L	116 Main Street - Town Clock Tower			4,500
VW 114-1	Main Street	0.02	2,900	
VW 117	4 Union Street - Police Station	0.27	26,050	104,150
VW 118	6 Union Street	0.13	14,000	
VW 175	High Street	0.05	1,250	
VW 184	Exchange Street	2.51	5,000	
VW 186	Exchange Street	0.25	500	
VW 188	Memorial Field	29.70	145,400	40,600
VW 188-2	Memorial Field - sewer pump station			3,950
VW 189	8 Exchange Street - Highway Garage	4.35	70,050	339,300
VW 190	Pleasant Street	0.09	3,000	
VW 203	28 Pleasant Street	0.09	1,000	
VW 227	1 Bridge Street Extension	0.20	6,550	
VW 228	2 Exchange Street - Highway Annex	0.40	22,850	33,000
256 10-2	865 Dover Road	0.41	5,250	
256 24	814 Ricker Road	1.44	19,350	
260 CM-8	Cross Country Road - Richardson Cemetery	0.06		
262 1-1	358 Pembroke Hill Road - Town Pound	0.06	1,850	
262 23-1	438 Cross Country Road	17.50	76,650	
262 CM-4	Fourth Range Road - Pembroke Hill Cemetery	0.49		
262 27	543 Cross Country Road	14.00	1,050	
264 32-1	244 Academy Road - Shuett Conservation Area	7.29	6,700	
264 79-1	346 Pembroke Hill Road	0.32	2,950	
266 7	34 Mason Avenue - Conservation land	10.73	8,600	
266 40	247 Pembroke Street - Fire Station	1.82	93,800	273,050
266 171	171-173 Buck Street		2,750	
266 CM-2	Buck Street - Evergreen Cemetery	9.55		
559 11	825 N. Pembroke Road	0.30	4,550	
559 13	.Suncook River	4.00	4,000	



## TOWN OWNED PROPERTIES (CONT.)

MAP/LOT	LOCATION/DESCRIPTION	ACRES	LAND	BLDG
561 17-1(B)	147 Sheep Davis Road - sewer pump station			7,550
561 34	402-408 Borough Road	9.00	79,500	
561 CM-7	Borough Road - Abbott Cemetery	0.13		
563 22-1-1	502 Third Range Road - Bragfield Pond Conservation Area	26.62	7,350	
563 39	226 Brickett Hill Road - Water Works water tower	0.92	28,800	127,050
563 94	305-325 Brickett Hill Road - Town Forest	28.48	143,900	
565 59	59 White Sands Road - Conservation Land	1.28	5,450	
565 81-A	Bow Lane - Conservation land	0.64	9,250	
565 81-B	White Sands Road - White Sands Conservation Area	31.64	84,700	
565 81-B(B)	55 White Sands Road - sewer pump station			5,500
565 81-C	444 Pembroke Street	34.30	80,850	
565 81-19	410 Nadine Road	0.56	9,000	
565 256	311 Pembroke Street - Town Hall	2.99	74,950	239,150
565 256-B	Historical Society Building (Town Hall)			30,000
565 CM-3	Pembroke Street - Pembroke Street Cemetery	2.38		
567 1-1	Merrimack River - Conservation land	2.95	1,500	
632 3	635 Pembroke Street - Water Works well	12.00	112,600	31,050
632 8-1(B)	702 Keith Avenue - sewer pump station			8,300
632 18-12	142 Sheep Davis Road - Water Works well	14.94	54,550	16,350
634 46	572 Pembroke Street - sewer pump station	0.11	24,000	
634 46(B)	572 Pembroke Street - sewer pump station			8,250
868 CM-1	Route 28 - Buck Street Cemetery	2.51		
870 34	662 Thompson Road	0.13	22,250	
935 CM-5	N. Pembroke Road - Old N. Pembroke Cemetery	0.46		
937 CM-6	N. Pembroke Road - New N. Pembroke Cemetery	0.53		
939 67	501 Kimball Road - Whittemore Town Forest,	135.00	119,700	
	Conservation and Recreation Area			

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## TOWN CLERK REPORT

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Registrations	\$894,737.90
Title Application Filing Fees	3,473.00
Dog Licenses Issued	3,929.00
Dog Fines	435.00
UCC-1 filed	2,351.77
Tax Liens Filed	75.00
Marriage Licenses	2,295.00
Vital Records searched	1,928.00
Wetlands Applications	50.13
Pole & Wire Permit	10.00
Hawkers & Peddlers Permit	475.00
Articles of Agreement	10.00
Municipal Agent Fees	15,583.00
Election Filing Fees	14.00

**TOTAL REVENUE 2001**

**\$925,366.80**

James F. Goff, Town Clerk

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## VITAL RECORDS 2001

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### BIRTHS

	<b>Father</b>	<b>Mother</b>	<b>Child's Name</b>
01/01/01	Cansler, Donald	Cansler, Joyce	Cansler, Nicole Marie
01/06/01	Cormier, Robert	Cormier, Louann	Cormier, Nathan Robert
01/08/01	Furlotte, Jeffrey	Furlotte, Stacy	Furlotte, Griffin James
01/08/01	La Marsh, Cory	La Marsh, Rebecca	La Marsh, Elijah Travis
01/11/01	Richardson, Andrew	Richardson, Rachel	Richardson, Parker Shawn
01/14/01	Ramsey, James	Ramsey, Wendy	Ramsey, Deryke William
01/18/01	Gaskell, Gary	Gaskel, Jonna	Gaskell, Madison Elizabeth
01/24/01	Vacco, Jeffrey	Vacco, Elizabeth	Vacco, Nicholas Joseph
01/27/01	Colburn, Thomas	Colburn, Simaporn	Colburn, Eleesha Mandy
01/30/01	Tether, Richard	Tether, Rachel	Tether, Mercedes Rose
02/01/01	Boyer, Adam	Boyer, Deborah	Boyer, Anabel Rose
02/11/01	Boisvert, Barry	Boisvert, Mary	Boisvert, Riley James
02/22/01	Shover, Ronald	Shover, AnnMarie	Shover, Ethan David
02/23/01	Stewart, Mark	Cote-Stewart, Elaine	Stewart, Thayne Allen
02/28/01	Desilets, Michael	Desilets, Shannon	Desilets, Jacob Francis
03/06/01	Hopkins, Mark	Hopkins, Karen	Hopkins, Kathryn Joy
03/09/01	Chapdelaine, John	Chapdelaine, Heather	Chapdelaine, John Robert
03/13/01	Apgar, Matthew	Apgar, Monica	Apgar, Peter Alan
03/21/01	Stahley, Jesse	Stahley, Cindy	Stahley, Jesse Junior
03/24/01	Lacasse, Stephen	Lacasse, Tammy	Lacasse, Emily Carolyn
03/26/01	Bohaker, Benjamin	Bohaker, Catherine	Bohaker, Madyson Rose
03/29/01	Mayo, Scott	Mayo, Sharon	Mayo, Trevor Scott
04/14/01	Stenner, Jason	Stenner, Mary	Stenner, Colby Jason
04/24/01	Young, James	Young, Nation	Young, Celine V.
05/16/01	Harte, Philip	Harte, Tracy	Harte, Connor Matthew
06/05/01	Sobozenski, Theodore	Sobozenski, Nimfa	Sobozenski, Alison Grace
06/12/01	Nelson, David	Nelson, Anna	Nelson, Deirdre Rene
06/16/01	Smart, Aaron	Smart, Jill	Smart, Tyler David
06/18/01	Elliott, Jeffrey	Elliott, Jennifer	Elliott, Cheyenne Rose
06/20/01	Theberge, Jonathan	Theberge, Regina	Theberge, Katie Ashkenz
06/21/01	Cho, Junho	Lee, Songhee	Cho, Irene
07/05/01	Young, Ryan	Young, Tracy	Young, Katelyn Mae
07/06/01	Toler, Todd	Toler, Kelly	Toler, Nicole Rae
08/01/01	Serafin, Thomas	Serafin, Jennifer	Serafin, Hannah Grace
08/03/01	Carter, Brian	Carter, Elaine	Carter, Justin David
08/14/01	McFetridge, James	McFetridge, Denise	McFetridge, Lauren Faith
09/02/01	Wasser, Don	Wasser, Kathleen	Wasser, Samuel Lewis
09/02/01	Rushing, Bryan	Rushing, Lisa	Rushing, John Michael
09/04/01	Godbois, Scott	Godbois, Camie	Godbois, Trenton Francis
09/21/01	Francoeur, Gary	Francoeur, Tracy	Francoeur, Joseph David
09/26/01	Speak, Wayne	Defazio-Speak, Maria	Speak, Dylan Mchael
10/05/01	Gilpatric, Sean	Gilpatric, Kerri-Lyn	Gilpatric, Kallie Willow
10/05/01	Dionne, William	Dionne, Catherine	Dionne, Benjamin Paul
10/05/01	Takacs, Robert	Takacs, Cheryl	Takacs, Skyler Jillian
10/07/01	Berberena, Alberto	Berberena, Renee	Berberena, Milagro Estrella
10/08/01	Perdikes, Arthur	Perdikes, Theresa	Perdikes, Chloe Lorraine
10/13/01	Fowler, Scott	Fowler, Carla	Fowler, Hannah Grace
11/09/01	Chasse, Patrick	Chasse, Maureen	Chasse, Cody Patrick



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## VITAL RECORDS - 2001 (CONT.)

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### BIRTHS (CONT.)

11/13/01	Gage, Earl-Paul	Gage, Coleen	Gage, Julia Kathryn
11/14/01	Strandson, Kurt	Strandson, Stephanie	Strandson, Isabelle Ethel
11/26/01	Magdziarz, Matthew	Magdziarz, Kimberly	Magdziarz, Anna Katherine
11/28/01	Cipriano, Anthony	Cipriano, Jane	Cipriano, Anthony James
12/02/01	Gallant, Michael	Gallant, Kerry	Gallant, Emma Joyce
12/05/01	Kline, Frederick	Kline, Joy	Kline, Steven James
12/05/01	Devoe, Michael	Devoe, Jennifer	Devoe, Sarah Grace
12/06/01	McCarthy, John	McCarthy, Amy	McCarthy, Olivia Faith
12/17/01	Dumas, Mark	Dumas, Kerstin	Dumas, Gage Wyatt
12/21/01	Van Ham, Jon	Van Ham, Sarah	Van Ham, Parker Robert
12/26/01	LeBlanc, Daniel	LeBlanc, Jesse	LeBlanc, Cody James
12/31/01	Serafin, Brady	Serafin, Lori	Serafin, Tyler Jack

### MARRIAGES

#### GROOM

01/01/01	Weatherbee, Raymond	Pembroke
02/02/01	Reycroft, Timothy	Pembroke
02/17/01	McHugh, Jeremy A.	Pembroke
03/24/01	Montoya, Zacharia I.	Hooksett
03/31/01	Wike, Robert C.	Goffstown
04/07/01	Goodnow, John R.	Pembroke
04/08/01	Markwith, James R.	Pembroke
04/20/01	Lozier, Daryl A.	Pembroke
04/21/01	Tebbetts, Michael W.	Alton
04/28/01	Corente, Frank J.	Pembroke
04/28/01	O'Connell William D.	Boscawen
05/05/01	Gallop Gerry W.	Pembroke
05/05/01	Loomis, Mark J.	Pembroke
05/12/01	Hopkins, Ward E.	Pembroke
05/19/01	Mcalpine, Mark E	Pembroke
05/27/01	Pratt, Robert E.	Pembroke
06/09/01	Hurley, Jason S.	Pembroke
06/16/01	Paulsen, Erik S	Pembroke
06/16/01	Gilbert, Giles S.	Pembroke
06/23/01	MCLAughlin, Kevin	Pembroke
06/30/01	Mahoney, Ryan B.	Pembroke
07/04/01	Pulido, Angel M.	Pembroke
07/07/01	Neveu, Michael R.	Pembroke
07/07/01	Letendre, Donald A.	Pembroke
08/04/01	Duford, Chad M.	Pembroke
08/04/01	Goodwin, Gary D.	Pembroke
08/04/01	Moore, Wayne R.	Pembroke
08/10/01	Poland, Glenn S.	Pembroke
08/11/01	Lambert, Eric W.	Manchester
08/11/01	Champagne, Robert W.	Pembroke
08/18/01	Gould, Robert W.	Pembroke

#### BRIDE

Hinton, Jeanne M.	Pembroke
Dowe, Chevan H.	Nashua
Aron, Casey B.	Pembroke
Patterson, Bethany R.	Pembroke
Blais, Kristina A.	Pembroke
Lopez, Carmen R.	Beverly Ma
Buder, Stacey L.	Pembroke
Rattee, Marissa L.	Pembroke
Martel, Denise J.	Pembroke
Ladd, Charlene G.	Bow
Parent, Mary T.	Manchester
Searles, Lynn H.	Pembroke
Bodner, Valerie P.	Pembroke
Holbrook, Lee M.	Pembroke
Morris, Alycia M.	Pembroke
Lord, Debra A.	Pembroke
Davis, Marie Y.	Pembroke
Brown, Katherine A.	Pembroke
Young, Michele L.	Pembroke
Pelletier, Tina P.	Pembroke
Kizis, Yssa E.	Pembroke
Topliff, Brenda M.	Pembroke
Sprague, Wendy J.	Tewksbury
Bartz, Marsha A.	Pembroke
Menard, Leslie A.	Pembroke
Drake, Carries M.	Pembroke
Lamothe, Debra L.	Pembroke
McGrath, Jennifer A.	Pembroke
Gamelin, Jamie A.	Pembroke
Blow, Doreen A.	Pembroke
Auger, Cindilu J.	Pembroke

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## VITAL RECORDS - 2001 (CONT.)

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### MARRIAGES (CONT.)

GROOM			BRIDE	
08/19/01	Woodhead, Mark A.	Pembroke	Rix, Miehkekke A.	Pembroke
08/25/01	Laeroix, Joshua M.	Boscawen	Hills, Jacqueline M.	Pembroke
08/30/01	Daneault, James W.	Pembroke	Dumond, Amber M.	Allenstown
09/01/01	Lamothe, Kenneth C.	Pembroke	Richard, Wendy D.	Pembroke
09/01/01	Wheeler, Sean D.	Pembroke	Evans, Stephanie L.	Pembroke
09/05/01	Leblanc, Daniel J.	Pembroke	Whitney, Jesse L.	Pembroke
09/08/01	Sisk, Jason A.	Coneord	Turner, Rebeeca M.	Pembroke
09/08/01	Miller, Ricky A.	Pembroke	Foreier, Carrie A.	Pembroke
09/15/01	Feeny, John H.	Pembroke	Cloekedile, Naney J.	Coneord
09/15/01	Carignan, Michael A.	Pembroke	Stewart, Elizabeth A.	Pembroke
09/18/01	Duggan, James J.	Pembroke	Rowe, Rebecea L.	Pembroke
09/22/01	Bergeron, Robert J.	Pembroke	Porter, Micheal L.	Pembroke
09/22/01	Trainor, Paul L.	Pembroke	Couture, Melissa A.	Pembroke
09/22/01	Dunbar, Paul A.	Pembroke	Holmes, Darlene A.	Pembroke
09/29/01	Zimont, Christopher M.	Pembroke	Beauchesne, Jamie E.	Pembroke
10/06/01	Keeler, Graig B.	Pembroke	Panerello, Wendy E.	Pembroke
10/06/01	Cronshaw, Kevin W.	Pembroke	Mulroy, Mary Tracy L.	Pembroke
10/13/01	Merrill, Franeis E.	Pembroke	Engel, Jane M.	Pembroke
10/22/01	Lasalle, Jeffrey A.	Allenstown	Thrasher, Annette L.	Pembroke
12/31/01	Sawyer, Dana K.	Pembroke	Guerin, Ann M.	Pembroke
12/31/01	Smith, Nicholas M.	Pembroke	Chartier, Maegen N.	Pembroke

### DEATHS

	Name	Place of Death	Father	Mother
01/02/01	O'Connor, Michael V.	Concord	O'Connor, Michael	Cronin, Bridget
01/05/01	Ballard, Bruce A.	Pembroke	Ballard, Wayne	Tuttle, Olive
01/25/01	Davault, Rose E.	Concord	Labbe, Joseph	Bilodeau, Philomen
02/05/01	Allgeyer, Edward J.	Concord	Allgeyer, Edward	Burgess, Harriet
02/22/01	Green, Rhoda V.	Manchester	Marriott, Fred	Hudson, Della
04/09/01	Stone, Ruth M.	Coneord	Robertson, Robert	Winter, Nellie
04/17/01	Hillman, Alfred K.	Concord	Hillman, George	Kimball, Sarah
04/19/01	MaeMillan, Robert A.	Pembroke	MaeMillan, Archibald	Morse, Sarah
04/23/01	Perron, Adam S.	Coneord	Perron, Alan	Troisi, Evelyn
04/28/01	Delaney, Patriek	Pembroke	Delaney, Thomas	Murrey, Helan
05/02/01	Caswell, Donald W.	Coneord	Caswell, William	Townsend, Olive
05/24/01	Woodbury, Kenneth D.	Coneord	Woodbury, Kenneth	Johnson, Ruth
05/24/01	Hemeon, Mary R.	Coneord	Leclair, Charles	Fredyma, Antonia
05/29/01	Berube, Richard R.	Pembroke	Berube, Roger	Richard, Eileen
05/30/01	Parenteau, Dora J.	Coneord	Connor, Arthur	Morin, Angelina
06/13/01	Beaudet, Rosaline C.	Pembroke	Walsh, Patriek	Walsh, Mary
07/04/01	Leighton, Thomas H.	Pembroke	Leighton, Harold	Philbrick, Melba

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## VITAL RECORDS - 2001 (CONT.)

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### DEATHS (CONT.)

	Place of Death	Father	Mother
07/19/01 Gagne, Albert G.	Pembroke	Gagne, Joseph	Levesque, Elizienne
07/23/01 Strachan, Thomas M	Pembroke	Strachan, Guy	Spiro, Violet
07/25/01 McGuirk, Carolyn J.	Pembroke	McGurk, John	Leduc, Rita
07/26/01 Bouffard, Herve J.	Concord	Bouffard, Elzear	Plante, Marie
09/03/01 Johnson, James C.	Concord	Johnson, Edmond	Daniele, Maria
10/07/01 Moe, Herman F.	Manchester	Moe, Herman	Soule, Edna
10/11/0 McGarr, Susan E.	Pembroke	Monico, John	Rumson, Nancy
10/16/01 Blake, Mason L.	Concord	Blake, Leroy	Unkown, Amy
10/29/01 Young, Patricia	Concord	Sotiropoulos, Arthur	Vlahas, Helen
10/31/01 Burbank, Richard	Pembroke	Burbank, Charles	Morgan, Ruth
11/04/01 Moody, Edward G.	Concord	Moody, James	Goldsworthy, Ada
11/22/01 Long, Timothy M.	Pembroke	Long, John	Schene, Pauline
11/26/01 Camacho, Leslie A.	Concord	Miller, Robert	Miles, Judith
12/04/01 Provost, Matthew S.	Pembroke	Provost, Robert	Soucy, Linda
12/05/01 Belanger, Mildred S.	Manchester	Smith, Andrew	Burns, Elizabeth
12/07/01 Burke, James E.	Concord	Burke, James	Mayo, Helen
12/23/01 Downer, William O.	Concord	Downer, William	Savage, Mary



# TAX COLLECTOR'S REPORT

Fiscal Year Ending December 31, 2001

Uncollected Taxes Beg. of Year	2001	2000
Property		982,078.15
Land Use Change		12,099.32
Yield		475.79
Utilities		62,157.19
Betterment		4,981.10
Earth Excavation @ \$.02/yd.		757.30
Excavation Activity		61,585.35
<b>Taxes Committed This Year</b>		
Property	9,388,397.00	
Land Use Change	100,617.34	
Yield	2,621.95	
Utilities	351,675.46	
Betterment Assessment	52,904.32	
Earth Excavation @ \$.02/yd	9,551.82	
Excavation Activity	108,783.00	
<b>Overpayment</b>		
Property	12,794.93	
Utilities		
Yield		
Betterment		
Interest	547.99	31,313.45
Sewer Interest	388.44	1,187.25
<b>TOTAL DEBITS</b>	<b>\$10,028,282.25</b>	<b>\$1,156,634.90</b>
<b>Remitted to Treasurer During Fiscal Year</b>		
Property	8,619,350.34	979,921.82
Excavation Activity	54,676.00	61,585.35
Land Use Change	79,317.34	12,099.32
Yield	566.92	475.79
Utilities	270,317.72	62,045.47
Betterment	48,723.20	4,981.10
Earth Excavation @ \$.02/yd.	9,551.82	757.30
Interest	547.99	31,313.45
Sewer Interest	388.44	1,187.25
<b>Abatements</b>		
Property	3,744.00	2,156.33
Land Use Change		
Sewer	327.80	111.72
<b>Uncollected Rev. - End of Year</b>		
Property	778,097.59	
Excavation Activity	54,107.00	
Land Use Change	21,300.00	
Yield	2,055.03	
Utilities	81,029.94	
Betterment	4,181.12	
Earth Excavation @ \$.02/yd.		
<b>TOTAL CREDITS</b>	<b>\$10,028,282.25</b>	<b>\$1,156,634.90</b>

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## TAX COLLECTOR'S REPORT (CONT.)

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### Summary of Lien Accounts Fiscal Year Ending December, 2001

	2000	1999	1998	Prior
Unredeemed Taxes at				
Beginning of Year		175,139.03	93,224.22	22,583.38
Liens Executed				
During Year	343,909.59			
Interest & Cost Collected				
After Lien Execution	20,034.09	29,493.32	35,085.07	5,003.02
Overpayments				
TOTAL DEBITS	363,943.68	204,632.35	128,309.29	27,586.40
Remittance to				
Treasurer:	221,929.04	123,478.66	89,665.80	7,232.08
Redemptions				
Interest/Costs				
After Lien Execution	20,034.09	29,493.32	35,085.07	5,003.02
Abatements of				
Unredeemed Taxes				
Unredeemed Liens				
Balance End of Year	121,980.55	51,660.37	3,558.42	15,351.30
TOTAL CREDITS	363,943.68	204,632.35	128,309.29	27,586.40

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## TRUSTEES OF TRUST FUNDS

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The Trustees would like to take this opportunity to summarize the key changes in the Trust Funds for 2001. In the trust funds under the authority of the Selectmen and actions at Town Meeting, a new capital reserve fund has been created this year. That fund is for the eventual replacement of the Town's computer system. On the School District side, a new capital reserve fund was created for Investment Cash in the Pembroke Academy Scholarship Trust.

Despite a less than stellar year in the stock markets, the Trusts Fund common stock holdings, which generate income for the awarding of scholarship each year, were able to match the previous year's distribution of \$14,500. In addition to the usual number of stock splits seen each year, the scholarship portfolio saw corporate spin-off and a merger. Proceeds from the sale of stocks which were no longer suitable as income earning components in the portfolio were reinvested in a cash investment account with the New Hampshire Public Deposit Investment Pool. Stock in Moody's and Dunn & Bradstreet were sold along with a spin off of Zimmer Inc which was distributed to holders of Bristol Myers Squibb. All of these posture the trust for continued growth in earnings while incurring minimal risk.

It has become our practice not to include copies of the MS-9 forms for Trust Reporting which are submitted to that State and which have been published previously in the Town Report. Instead, we will continue to provide a "Schedule of Trust Balances" and a Statement of "Change in Trust Assets" to disclose both the balance and summary activity in the funds for the past year. MS-9 forms continue to be prepared and filed with the State Department of Revenue Administration and the Office of the Attorney General, Division of Charitable Trusts. Copies of those submissions are available upon request from the Trustees.

Respectfully submitted:  
Gerard Fleury - Trustee  
Janice Edmonds - Trustee  
Normand Provencher - Trustee



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## TRUSTEES OF TRUST FUNDS (CONT.)

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### TRUST FUND REPORT OF THE TOWN OF PEMBROKE FOR PERIOD ENDING DECEMBER 31, 2001 CHANGE IN TRUST FUND ASSETS -SCHOOL

Assets at December 31, 2001  
\$474,281.93

#### Contributions to the Trusts:

Special Education Capital Reserve	20,000.00
School Buildings Capital Reserve	50,000.00
Major Equipment Capital Reserve	10,000.00
School District Roadway Capital Reserve	<u>20,000.00</u>
	\$100,000.00

#### Earnings on Trust Investments:

Common Stock Dividend Income -Scholarships	13,397.55
Interest Income on Invested Cash -Scholarships	206.18
Interest Income on Cash Investment -Scholarships	206.88
Capital Gain on Sale of Stock	13,750.11
Mutual Fund Dividend Income -Literacy Trust	1,249.92
Interest Income on Building Capital Reserve	4,375.29
Interest Income on Special Education Capital Reserve	842.07
Interest Income on School District Major Equipment Fund	2,567.17
Interest Income on School District Roadway Fund	<u>793.39</u>
	\$37,388.56

#### Withdrawals from Trust Funds:

Scholarship Funds Awarded	14,500.00
Building Capital Reserve Funding	48,701.45
Major Equipment Capital Reserve	3,963.35
Account Fees & Expenses	25.00
Literacy Fund Reimbursements	2,347.84
	\$69,537.64

Assets at December 31, 2001	\$542, 132.85
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## TRUSTEES OF TRUST FUNDS (CONT.)

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### TRUST FUND REPORT OF THE TOWN OF PEMBROKE NEW HAMPSHIRE ON DECEMBER 31, 2001 CHANGE IN TRUST FUND ASSETS -MUNICIPAL

Assets at December 31, 2001	\$761,002.22
Contributions to the Trusts:	
Town Equipment Capital Reserve	110,000.00
Fire Small Equipment Fund	15,750.00
Fire Capital Reserve	28,200.00
Water Works Capital Improvements	36,597.00
Water Works Well Fund	38,403.67
Sewer & Water Extension Fund	30,000.00
Computer Capital Reserve	88,000.00
Library Donation Fund	77,500.00
Town Hall Cupola Fund	249.20
Town Clock Fund	5,729.95
Sidewalk Restoration Capital Reserve	5,000.00
	435,429.82
Earnings on Trust Investments:	
Cemetery Trust -Perpetual Care	825.15
Cemetery Improvements	231.64
Library Book Fund	306.47
Library Building Fund	5,459.14
Library Donation Fund	2,304.15
Town Equipment Fund	2,976.79
Fire Major Equipment Fund	3,112.43
Fire Small Equipment Fund	653.79
Water & Sewer Capital Improvement	1,075.73
Solid Waste Facilities Capital Reserve	2,177.31
Water Works Capital Improvements	3,250.27
Water Works Equip. & Buildings	4,000.35
Town Clock Restoration Fund	840.34
Town Hall Cupola Fund	13.67
General Purpose Sidewalk Fund	183.72
Computer Replacement Capital Reserve	15.44
	\$27,453.39
Withdrawals from Trust Funds:	
Town Equipment Fund	12,604.86
Town Clock Fund	25,000.00
Water Works Fund I	72,000.00
Water Works Fund II	<u>27,000.00</u>
	\$136,604.86
Assets at December 31, 2001	\$1,087,280.57

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## TRUSTEES OF TRUST FUNDS (CONT.)

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**TRUST FUND REPORT OF THE TOWN OF PEMBROKE,  
NEW HAMPSHIRE ON DECEMBER 31,2001  
SCHEDULE OF TRUST BALANCES - MUNICIPAL**

Cemetery Trusts -Unexpendable Balance	\$36,270.00
Cemetery Trust -Available for Distribution	27,162.67
Library Book Fund -Unexpendable Balance	4,666.62
Library Book Fund -Available for Distribution	2,670.68
Cemetery Improvements -Available for Distribution	17,245.97
Library Donation Fund -Available for Distribution	96,893.46
Library Building Fund -Available for Distribution	148,646.69
Town Equipment Fund -Available for Distribution	209,001.82
Fire Major Equipment Fund -Available for Distribution	112,047.41
Fire Small Equipment Fund -Available for Distribution	33,055.63
Solid Waste Closure -Available for Distribution	85,103.14
Sidewalk Building & Repair Fund -Available for Distribution	9,930.18
Water Works Capital Reserve 11- Available for Distribution	104,291.40
Water Works Capital Reserve 1- Available for Distribution	52,013.41
Town Hall Cupola Fund -Available for Distribution	508.53
Sewer & Water Capital Reserve -Available for Distribution	58,354.08
Town Clock Restoration Fund	1,403.44
Computer Replacement Capital Reserve Fund	8,8015.44
TOTAL UNEXPENDABLE FUNDS	40,936.62
PRESENT ACCOUNT BALANCE	
<b>TOTAL TRUST FUNDS</b>	<b>\$1,087,280.57</b>



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## TRUSTEES OF TRUST FUNDS (CONT.)

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### SCHEDULE OF TRUST BALANCES -SCHOOL

Scholarship Fund -Unexpendable Balance	\$225,433.53
Scholarship Fund -Available for Distribution	9,516.52
Literacy Trust -Unexpendable Balance	16, 764.80
Literacy Trust -Available for Distribution	2,687.81
Capital Repairs -Available for Distribution	98,336.24
Net Available for Appropriation	98,336.24
Major Equipment Fund -Available for Distribution	77,043.83
Net Available for Appropriation	77,043.83
Special Education Fund -Available for Distribution	71,369.02
School District Roadway Fund -Available for Distribution	40,981.10
TOTAL UNEXPENDABLE FUNDS	242,198.33
TOTAL FUNDS PAYABLE	0.00
TOTAL AVAILABLE FOR DISTRIBUTION	<u>299,934.52</u>
 TOTAL TRUST FUNDS	 \$542,132.85

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# AUDITOR'S REPORT

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**MASON+RICH**

INDEPENDENT AUDITOR'S REPORT

PROFESSIONAL  
ASSOCIATION

CERTIFIED  
PUBLIC  
ACCOUNTANTS

September 11, 2001

Board of Selectmen  
Town of Pembroke  
Pembroke, New Hampshire

We have audited the accompanying general purpose financial statements of the Town of Pembroke, New Hampshire, as of December 31, 2000 and for the year then ended. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The general purpose financial statements referred to in the first paragraph do not include the Pembroke Water Works (enterprise fund), which should be included to conform with generally accepted accounting principles. The omitted fund has assets, liabilities, operating revenues and operating expenditures of \$1,648,610, \$5,069, \$362,438 and \$327,245, respectively.

The general purpose financial statements referred to above do not include the general fixed assets account group, which should be included in order to conform with generally accepted accounting principles. The amounts that should be recorded as general fixed assets are not known.

As described more fully in Note 1 to the financial statements, the Town does not accrue the current portion of accumulated vacation or sick pay in the General Fund in accordance with generally accepted accounting principles. The effect on the combined financial statement of this departure from generally accepted accounting principles cannot be determined.

SIX  
BICENTENNIAL  
SQUARE

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## AUDITORS REPORT (CONT.)

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In our opinion, except for the effect on the financial statements of the omissions described in the fourth and fifth paragraphs and subject to the effects of such adjustments if any, as might have been determined to be necessary had we been able to satisfy ourselves as to the matter discussed in the third paragraph, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Town of Pembroke, New Hampshire, as of December 31, 2000 and the results of its operations and the cash flows of its proprietary and similar trust fund types for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying combining and individual fund financial statements listed as supporting schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Town of Pembroke, New Hampshire. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Respectfully submitted,

*Mason & Rich, P.A.*

MASON + RICH PROFESSIONAL ASSOCIATION  
Certified Public Accountants



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## AUDITORS REPORT (CONT.)

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### MASON+RICH

PROFESSIONAL  
ASSOCIATION

CERTIFIED  
PUBLIC  
ACCOUNTANTS

September 11, 2001

Board of Selectmen  
Town of Pembroke  
Pembroke, New Hampshire 03275

Dear Selectmen:

In planning and performing our audit of the general purpose financial statements of the Town of Pembroke for the year ended December 31, 2000, we considered its internal control in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control. However, we noted certain matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the Town of Pembroke's ability to record, process, summarize and report financial data consistent with the assertions of management in the primary government financial statements.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that errors or fraud in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of internal control would not necessarily disclose all matters in internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. In addition, because of inherent limitations in internal control, errors or fraud may occur and not be detected by such controls. However, we noted the following reportable conditions that we believe to be material weaknesses.

1. The bookkeeper prepares checks, posts checks, receives cash, prepares deposits, posts deposits, and has custody of the Treasurers signature stamp. This demonstrates the absence of appropriate segregation of duties. (GF)
2. There are significantly few internal controls over Library funds. This audit disclosed several instances where personnel wrote checks to themselves. Additionally, no specific documentation was located for these transactions.
3. Certain funds were donated to Library for specific purposes. These funds were, and continue to be commingled with operating funds.
4. The Town's records (all Funds) are in such a state that supporting documentation could not be provided for all deposits and/or disbursements. Properly approved manifests could not be located for all periods. This indicates an inadequate level of control mandated by the nature of the organization.

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AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
PRIVATE COMPANIES  
PRACTICE SECTION

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## AUDITORS REPORT (CONT.)

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5. Several funds had no records retained, and no transactions had been recorded. (Escrow)
6. Bank reconciliations were not prepared. Numerous errors, omissions and misspostings were detected. This is evidence of overall inadequate internal control design. (All Funds)
7. There are overall inadequate provisions for the safeguarding of assets. (All Funds)

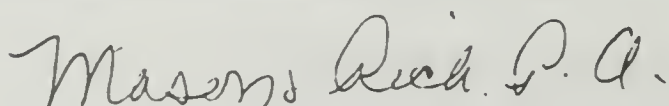
We also noted several reportable conditions that are not believed to be material weaknesses, as follows:

1. Properly approved timesheets are not submitted to the bookkeeper in a timely manner. (GF)
2. There is an absence of procedure, which should allow the bookkeeper to easily identify when salaried employees are expending compensated absences. (GF)
3. There was a failure to follow up and correct previously identified internal control deficiencies. (All Funds)
4. There was evidence that employees lack the qualifications and training to fulfill their assigned functions. (Enterprise, GF)
5. There was evidence of failure of controls in preventing or detecting misstatements of accounting information. (All Funds)
6. There was evidence of failure to perform tasks that are an integral part of internal control. (All Funds)

These material weaknesses and other reportable conditions were considered in determining the nature, timing, and extent of the audit tests applied in our audit of the December 31, 2000 primary government financial statements, and this report does not affect our report on those primary government financial statements dated September 11, 2001. We have not considered the internal control since the date of our report.

This report is intended solely for the information and use of the Board of Selectmen, management, and others within the administration and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully Submitted,



MASON + RICH PROFESSIONAL ASSOCIATION  
Certified Public Accountants

# AUDITORS REPORT (CONT.)

Exhibit A

TOWN OF PEMBROKE, NEW HAMPSHIRE  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
DECEMBER 31, 2000

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	General Long-term Debt	
<b>ASSETS</b>							
Cash	\$ 2,587,266	\$ 68,227	\$ 6,062	\$ 102,400	\$ 366,807	\$ -	\$ 3,130,762
Temporary Investments	-	-	-	418,519	741,705	-	1,160,224
Investments	-	-	-	-	486,244	-	486,244
Taxes Receivable	1,331,276	-	-	-	-	-	1,331,276
Accounts Receivable	21,892	-	-	154,970	-	-	176,862
Betterment Assessment Receivable	4,981	-	-	484,582	-	-	489,563
Due from Other Governments	2,108	-	-	35,514	-	-	37,622
Due from Other Funds (Note 4)	1,074	7,572	20,699	2,131	-	-	31,476
Restricted Assets:							
Temporary Investments	-	19,519	-	53,662	-	-	73,181
Property by Tax Lien and Title	-	-	-	-	-	-	-
Property and Equipment (Net of Accumulated Depreciation)	-	-	-	4,726,840	-	-	4,726,840
Amount to be Provided by State of New Hampshire for Debt Retirement	-	-	-	-	-	458,045	458,045
Amount to be Provided in Future Years for Retirement of Long-term Debt	-	-	-	-	-	1,782,166	1,782,166
<b>TOTAL ASSETS</b>	<b>\$ 3,948,597</b>	<b>\$ 95,318</b>	<b>\$ 26,761</b>	<b>\$ 5,978,618</b>	<b>\$ 1,594,756</b>	<b>\$ 2,240,211</b>	<b>\$ 13,884,261</b>



# AUDITORS REPORT (CONT.)

Exhibit A  
(Continued)

TOWN OF PEMBROKE, NEW HAMPSHIRE  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
DECEMBER 31, 2000

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	General Long-term Debt	
<b>LIABILITIES AND FUND BALANCE</b>							
<u>Liabilities</u>							
Accounts Payable	\$ 22,066	\$ -	\$ -	\$ 37,569	\$ -	\$ -	\$ 59,635
Accrued Liabilities	22,889	-	-	1,725	-	-	24,614
Due to Other Governments	2,707,240	-	-	-	25,477	-	2,732,717
Due to Other Funds (Note 4)	30,402	-	-	-	1,074	-	31,476
Due to Specific Individuals	-	-	-	-	282,930	-	282,930
Deferred Revenue	-	-	-	1,871	-	-	1,871
Bonds Payable (Note 6)	-	-	-	549,150	-	2,240,211	2,789,361
Total Liabilities	<u>2,782,597</u>	<u>-</u>	<u>-</u>	<u>590,315</u>	<u>309,481</u>	<u>2,240,211</u>	<u>5,922,604</u>
<u>Fund Balances</u>							
Contributed Capital:							
Municipal Contributions	-	-	-	728,063	-	-	728,063
Individual Contributions	-	-	-	765,242	-	-	765,242
Intergovernmental Contributions	-	-	-	3,298,820	-	-	3,298,820
Retained Earnings	-	-	-	596,178	-	-	596,178
Fund Balance:							
Reserved for Encumbrances	167,274	-	-	-	-	-	167,274
Reserved by Trust Instruments	-	-	-	-	431,797	-	431,797
Unreserved:							
Designated by Trust Instruments	-	-	-	-	342,199	-	342,199
Designated for Specific Projects/ Purposes	-	95,318	-	-	-	-	95,318
Designated for Capital Acquisition	-	-	26,761	-	511,279	-	538,040
Undesignated	998,726	-	-	-	-	-	998,726
Total Fund Balance	<u>1,166,000</u>	<u>95,318</u>	<u>26,761</u>	<u>5,388,303</u>	<u>1,285,275</u>	<u>-</u>	<u>7,961,657</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 3,948,597</u>	<u>\$ 95,318</u>	<u>\$ 26,761</u>	<u>\$ 5,978,618</u>	<u>\$ 1,594,756</u>	<u>\$ 2,240,211</u>	<u>\$ 13,884,261</u>

# AUDITORS REPORT (CONT.)

Schedule A-1

TOWN OF PEMBROKE, NEW HAMPSHIRE  
GENERAL FUND  
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2000

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
<u>Taxes</u>			
Property, Net of Overlay	\$ 8,346,959	\$ 8,281,642	\$ (65,317)
Land Use Change Tax	8,000	21,752	13,752
Timber Taxes	8,000	9,684	1,684
Payment in Lieu of Taxes	50,618	-	(50,618)
Excavation Tax	15,000	10,921	(4,079)
Excavation Activity	76,925	82,985	6,060
Other Taxes	51,016	51,016	-
Interest and Penalties on Delinquent Taxes	100,000	98,670	(1,330)
Total Taxes	8,656,518	8,556,670	(99,848)
<u>Licenses, Permits and Fees</u>			
Motor Vehicle Permit Fees	800,000	810,599	10,599
Dog Licenses	-	4,769	4,769
Building Permits	45,000	47,689	2,689
Other Licenses, Permits and Fees	22,000	27,696	5,696
Total Licenses, Permits and Fees	867,000	890,753	23,753
<u>Intergovernmental</u>			
Shared Revenues	243,371	243,371	-
Highway Block Grant	114,635	114,635	-
State Aid - Water Pollution	77,938	77,938	-
Other State Revenue	-	27,582	27,582
Total Intergovernmental	435,944	463,526	27,582
<u>Interest and Dividends</u>	95,000	101,988	6,988
<u>Charges for Services</u>			
Income from Departments	120,000	114,619	(5,381)
Gasoline Sales	-	249	249
Welfare Refunds	-	916	916
Total Charges for Services	120,000	115,784	(4,216)
<u>Miscellaneous</u>			
Sale of Town Property	1,800	1,800	-
Other	-	-	-
Total Miscellaneous	1,800	1,800	-
Total Revenues	10,176,262	10,130,521	(45,741)
<u>Other Financing Sources</u>			
Operating Transfers In:			
From Sewer Fund	32,620	32,620	-
From Capital Reserves	45,000	44,700	(300)
Total Other Financing Sources	77,620	77,320	(300)
Total Revenues and Other Financing Sources	\$ 10,253,882	\$ 10,207,841	\$ (46,041)

# AUDITORS REPORT (CONT.)

Schedule A-2

TOWN OF PEMBROKE, NEW HAMPSHIRE  
GENERAL FUND  
CHEDULE OF EXPENDITURES AND OTHER FINANCING USES - BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2000

	Budget	Actual	Variance Favorable (Unfavorable)
<u>EXPENDITURES</u>			
Town:			
<u>General Government</u>			
Executive	\$ 391,943	\$ 357,160	\$ 34,783
Statistics	7,318	8,335	(1,017)
Financial Administration	5,800	5,606	194
Revaluation of Property	78,655	70,950	7,705
Legal Expense	12,000	7,735	4,265
Planning and Zoning	113,908	109,965	3,943
Cemeteries	26,493	22,165	4,328
Insurance	41,066	42,106	(1,040)
Total General Government	677,183	624,022	53,161
<u>Public Safety</u>			
Police Department	685,624	678,912	6,712
Fire Department	182,885	152,967	29,918
Civil Defense	463	331	132
Hydrants	24,823	24,804	19
Total Public Safety	893,795	857,014	36,781
<u>Highways, Streets, Bridges</u>			
Highways and Streets	509,124	500,554	8,570
Street Lighting	46,000	31,784	14,216
General Highway Expense			-
Road Construction	491,200	437,277	53,923
Fleet Operation Mechanic	59,372	57,073	2,299
Total Highways, Streets, Bridges	1,105,696	1,026,688	79,008
<u>Sanitation</u>			
Solid Waste Disposal	310,090	309,690	400
Total Sanitation	310,090	309,690	400
<u>Health</u>			
Health Agencies and Hospitals	40,513	40,528	(15)
Total Health	40,513	40,528	(15)
<u>Welfare</u>			
Welfare	51,545	62,449	(10,904)
Total Welfare	\$ 51,545	\$ 62,449	\$ (10,904)



# AUDITORS REPORT (CONT.)

Schedule A-2  
(Continued)

TOWN OF PEMBROKE, NEW HAMPSHIRE  
GENERAL FUND  
SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES - BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2000

	Budget	Actual	Variance Favorable (Unfavorable)
<u>Culture and Recreation</u>			
Parks and Recreation	74,728	60,550	14,178
Patriotic Purposes	3,400	3,650	(250)
Total Culture and Recreation	<u>\$ 78,128</u>	<u>\$ 64,200</u>	<u>\$ 13,928</u>
<u>Conservation Commission</u>	<u>835</u>	<u>508</u>	<u>327</u>
<u>Economic Development</u>	<u>16,025</u>	<u>7,353</u>	<u>8,672</u>
<u>Debt Service</u>			
Principal:			
Principal - Long-Term Debt	<u>265,397</u>	<u>265,397</u>	<u>-</u>
Interest:			
Interest - Long-Term Debt	112,559	112,211	348
Interest - Tax Anticipation Note	107,045	100,371	6,674
Total Interest	<u>219,604</u>	<u>212,582</u>	<u>7,022</u>
Total Debt Service	<u>485,001</u>	<u>477,979</u>	<u>7,022</u>
<u>Capital Outlay</u>			
Prior Year's Encumbrances	126,941	126,941	-
Police Cruisers	50,211	50,184	27
Town Clock Restoration	100,000	70,455	29,545
Police Station Study	30,000	9,303	20,697
Highway Department Vehicles	45,000	44,700	300
Fire Station Roof	10,000	-	10,000
Total Capital Outlay	<u>362,152</u>	<u>301,583</u>	<u>60,569</u>
Total Town Expenditures	<u>4,020,963</u>	<u>3,772,014</u>	<u>248,949</u>
<u>Other Governmental Units:</u>			
School District Assessment	5,607,240	5,607,240	-
County Taxes	573,892	573,892	-
Total Other Governmental Units	<u>6,181,132</u>	<u>6,181,132</u>	<u>-</u>
Total Expenditures	<u>10,202,095</u>	<u>9,953,146</u>	<u>248,949</u>
<u>Other Financing Uses</u>			
Operating Transfers Out:			
To Library	106,078	106,078	-
To Capital Projects	125,000	125,000	-
To Sewer Department	107,650	107,650	-
To Capital Reserves	228,500	228,500	-
Total Other Financing Uses	<u>567,228</u>	<u>567,228</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>\$ 10,769,323</u>	<u>\$ 10,520,374</u>	<u>\$ 248,949</u>

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## CEMETERY COMMISSION

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In April, the Cemetery Commission welcomed new member Robert Richards of East Pembroke. Mr. Richards fills the vacancy created by the death of long-time member and chairman Arthur Fowler.

Thanks to the faithful efforts of Mrs. Phyllis Longver, Camp Historian of J.S. Durgin Camp #7, Sons of Union Veterans of the Civil War, the Commission has received a bronze tablet to mark the tomb of Brevet Major William H. Appleton (1845-1912) of Suncook. Major Appleton Was awarded the Congressional Medal of Honor for gallant action at the siege of Richmond during the Civil War. He is buried in the Appleton-Badger tomb in Evergreen Cemetery. The Commission will mount the tablet on the tomb, with appropriate ceremonies, in the spring of 2002.

The Commission has graded Pine and Valley Avenues at Evergreen Cemetery and laid new roadbeds of crushed gravel. The two avenues will be paved in the spring of 2002.

Superintendent of Cemeteries Henry Malo and his crew did an excellent job in re-setting large granite slabs in the front wall of Pembroke Street Cemetery. The stones had been toppled by the growth of tree roots, and the town crew provided a level bed for the replaced stones.

The Commission plans to repaint all metal cemetery gates in the spring or summer of 2002.

As usual, the Commission removed American flags from town cemeteries after Veterans' Day. The Commission will place new flags on veterans' graves by Memorial Day, May 27, 2002. The Commission would appreciate knowing and veteran's grave that is not annually being decorated with a flag.

The Commission solicits contributions or bequests to the Cemetery Improvement Fund, administered by the Trustees of Trust Funds. Enlargement of the fund through gifts will provide an endowment for cemetery upkeep and improvement. Such an endowment will relieve the town's cemeteries from dependence on fluctuating town budgets and will help keep our historic burial places a source of pride and beauty for the community. Gifts or bequests should be made care of the Pembroke Trustees of Trust Funds and designated to the Cemetery Improvement Fund.

Respectfully submitted,

Howard Robinson, Chairman

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## FIRE DEPARTMENT

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Your fire department responded to 363 emergency calls in 2001, slightly more than last year.

In addition to emergency calls, training in new techniques and understanding of new hazards facing us continues on a regular basis as well as continued training in basic techniques.

Please bear in mind that your firefighters are only paid for their time worked during emergency calls and not for their training or other activities at the fire station.

We were able, late in the year, to acquire a government surplus vehicle through the NH Department of Forestry. This acquisition allowed us to eliminate an intended request for \$40,000 to be withdrawn from our major Equipment Capital Reserve Fund this year. Members of the department have been contributing their time on a weekly basis to prepare this truck for service this spring. Please stop by the station and see what has been accomplished. We owe these firefighters a big thank you for contributing their time and expertise.

We are again requesting funding for an emergency generator for the fire station as well as various communication equipment for our much needed Emergency Operations Center that would provide for a central command post for all Town departments in the event of any natural disaster or any event necessitating the activation of the center. This expenditure would not be negated by approval of a new safety center.

We thank the Citizens of Pembroke of their continued strong support of your Fire Department. You and I are fortunate to have the following members of the community serving you, night or day:

Stacy A Amyot	Firefighter	Daniel LaBerge	Firefighter
Roger G Beard	Support	Brian Lemoine	Lieutenant
Rick Bilodeau	Engineer/EMT	Denis Levasseur	Firefighter/ EMT
Jeff A Bokum	Firefighter/EMT	Stephen Ludwick	Engineer/FR
David Bouffard	Lieutenant/First Responder	Patrick Maccini	Firefighter
Charles L Byrne	Firefighter	Chester Martel	Engineer/FR
Richard S Chase	Support	Michael McHugh	Firefighter/EMT
William Clark	Public Education	Scott Merrill	Firefighter/EMT
Jeffrey B Cyr	Probationary Firefighter	Erik Paulsen	Captain/EMT
Phillip O Demeritt	Firefighter	Harold Paulsen	Chief
John P Domenicis	Firefighter/EMT	Michael Perron	Quartermaster
Joe Eagle	Probationary Firefighter	Steven Perron	Probationary FF
James Edmunds	Firefighter	Bradley Robertson	Engineer/FR
Patrick J Elliott	Probationary Firefighter	David Sartorelli	Probationary FF
Steven Elliott	Firefighter	Charles Schmidt	Engineer
Robert B Farley	Lieutenant	Michael Stark	Firefighter
Paul M Gagon	Deputy Chief	Eric Stromvall	Probationary FF
Joshua A Ginn	Firefighter	John Theuner	Assistant Chief
Terrance Judge	Lieutenant	Michael Walsh	Probationary FF/EM
Robert Justason	Firefighter		

Respectfully submitted,  
Harold Paulsen Chief



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## FOREST FIRE WARDEN AND STATE FOREST RANGER

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Your local Forest Fire Warden, Fire Department, and the State of New Hampshire Division of Forests and Lands cooperate and coordinate to reduce the risk of wildland fires in New Hampshire. To help us assist you, contact your local Forest Fire Warden or Fire Department to find out if a permit is required before doing ALL outside burning. Fire permits are mandatory for any open burning unless the ground where the burning is to be done (and surrounding areas) is completely covered in snow. Violations of RSA 227-L:17, the fire permit law and other burning laws of the State of New Hampshire are misdemeanors punishable by fines up to \$2,000 and/or a year in jail. Violators are also liable for all fire suppression costs. Open burning is a privilege, **NOT** a right. Help us protect you and our forest resource! Build small brush piles that can be quickly burned and extinguished.

New Hampshire experienced over 940 wildland fires in 2001. Most of the fires were human caused. Due to dry conditions fires spread quickly impacting more than 20 structures. Homeowners can help protect their homes by maintaining adequate green space around the house and make sure that the house number is correct and visible. **Only You Can Prevent Wildland Fires.** Contact your local Fire Department or the New Hampshire Division of Forests and Lands website [www.nhdfi.com](http://www.nhdfi.com) or call 271-2217 for wildland fire safety information.

### 2001 FOREST FIRE STATISTICS

(All Fires Reported through November 26, 2001)

<u>TOTALS COUNTY</u>			<u>CAUSES OF FIRES REPORTED</u>	
	<u># of Fires</u>	<u>Acres</u>		
Belknap	89	18	Illegal	279
Carroll	62	12	Unknown	201
Cheshire	147	41	Smoking	86
Coos	53	16	Children	69
Grafton	109	99	Campfires	49
Hillsborough	198	68	Rekindle of Permit	45
Merrimack	70	20	Arson	31
Rockingham	135	90	Lightning	24
Strafford	57	54	Miscellaneous *	158
Sullivan	22	10		942

(\*Misc: power lines, fireworks, railroad, ashes, debris, structures, equipment, etc.)

	<u>Total Fires</u>	<u>Total Acres</u>
2001	942	428
2000	516	149
1999	1301	452

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## HIGHWAY DEPARTMENT

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**PROJECTS:** The major reconstruction project for the year was Cross Roads and a portion of Church Road. We also paved approximately 2000 feet on North Pembroke. The roads that were shimmed and overlay were Simpson Ave., Harold Ave., Lindy St., Appleton St., Union St., Middle St., Bridge St. Ext., and Wilkens Ave. A base coat was done on a portion of Sixth Range Road. The Department also continues to perform the regular task of snow removal, sanding, refuse removal, brush cutting, ditch clearing, grave opening/closing, and center line and cross walk painting. We continue to replace many culverts and repair or replace catch basins.

**SOLID WASTE:** The Department currently has nine employees certified for operation of a solid waste facility from the State. We are looking at improving the transfer station for the safety of the employees as well as the residents that use it. The hours for residents at the transfer station are Tuesday and Saturday 7:30 a.m. to 3:30 p.m. Commercial users may use the transfer station only on Tuesday from 7:30 a.m. to 3:30 p.m. Please remember that there are charges for all appliances and tires now.

**SAFETY COMMITTEE:** The Highway members on the Safety Committee are Victor Ranfos III, and myself Henry Malo.

In closing, I would like to thank all of the Pembroke residents for their patience with the snow storms that we had in 2001. Also, I would like to thank The Highway Employees and Fleet Mechanic for a job well done.

Respectfully submitted,

Henry Malo, Road Agent

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## TOWN LIBRARY REPORT

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The year 2001 was an exciting and busy one for the library. At the March Town Meeting the vote for the construction of Pembroke's first dedicated library building lost by such a close margin (2 votes), that a motion was passed to reconsider the article again at a later date. At a reconvened meeting on April 21<sup>st</sup>, voters endorsed the proposed project by a substantial margin (433 for, 176 against). Since that time, the trustees and a dedicated building committee worked with the architect, hired a construction management company (Esprit from Bow, NH), and held bi-monthly meetings to review and finalize plans, with a goal of ground-breaking in the Spring of 2002 and completing the project by the end of the year.

Because the library trustees and fund-raising committee committed to raising one-third of the construction costs, fund-raising has continued all year. In addition to conducting 20 fund-raising events, residents and local businesses have been contacted for donations and grant-writing continued. By the end of the year, over 60% of the total needed had been raised, and a number of in-kind donations have been pledged. Fund raising will continue in 2002 until the goal is reached.

Library usage continues to grow. Presently, 32% of town residents utilize its services. The library has 17,000 volumes of books, 300 videos, 185 audio tapes, 3 daily newspapers and 56 magazines available.

In spite of extremely limited space for children's activities, 50 plus programs were offered with a total attendance of 850. Special programs were presented at the Town Hall or at the Pembroke Congregational Church. 108 children participated in the popular Summer Reading Program, with awards presented at a special program. Two summer craft programs were held at the Town Hall, and many children participated in a fund-raising Walk-A-Thon.

Adult programs included monthly book discussions and two NH Humanities Council programs held at the Town Hall.

Other special events included the Annual Book Sale, a library float in the Old Home Day parade, and participation in Suncook in the Village. An Open House for Town officers, departments, committee and board members was held in February, and a tea for volunteers in June. The 2<sup>nd</sup> annual Library Book Reward was presented in June to Aaron Theroux, a Pembroke Academy Junior who demonstrates leadership and academic achievement.

The library's free family passes to five NH attractions are popular with residents.

A major staffing change was the resignation of Diane Carantit, Assistant Librarian, who provided the library with outstanding service for 6 years. Pamela Stauffacher was hired to replace her. Trustees Donna Martel and Susan Lonergan resigned because of re-locations. They were replaced by Mark Cioffi and Charles Mitchell. Two new alternate trustees, Emily Cooper and Theresa Caplette, were appointed



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## TOWN LIBRARY REPORT (CONT.)

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by the Trustees.

Library volunteers continue to provide important services on an ongoing basis. They keep busy preparing books for shelving, repairing books, doing computer data entry, and occasionally filling in for staff at the front desk. Others clean up the yard, plant flowers and sort through books for sales and carding.

The director and library trustees are grateful for the assistance and support the library receives each year. This year special thanks are extended to the following: Diane Carantit for all her craft projects and working with the children - all the library supporters who worked hard to get out the vote for the Town Meetings - the faithful volunteers - the Building, Fund-Raising, and Public Awareness Committees - the parents who assisted with the parade float - the Town Hall, St. John the Baptist Church and Pembroke Congregation Church for providing meeting/program space - all those who have donated and/or pledged to the building fund - those who donated to the building fund in memory of Read Parmenter and Helen Petit - Frank Eaton and Donation Depot for donations of shelving and furnishings for the new library.

It was a good year... and 2002 promises to be even better. The Town of Pembroke will have its own library building after 104 years of library services!

Respectfully submitted,

Melinda Baxter  
Library Director

Marilyn Ross  
Chairperson

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## PLANNING AND LAND USE DEPARTMENT

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### Planning Board

In 2001, the Planning Board reviewed a total of fifteen development applications involving subdivisions or commercial sites. Of the subdivisions approved, three were major applications and six were minor, resulting in the overall addition of 35 new residential house lots. The Board reviewed and approved five commercial site plans. New commercial construction approved includes College Bound Movers and a new 18,000 sf building to house 3 new businesses. Business expansions included Precision Technology and Kennel at Hemlock Hill Farm.

The Board has been working on a number of changes to the Zoning Ordinance this year, the most notable being the creation of a new district which is designed to increase the amount and quality of commercial/industrial property in Town. The idea for the new district came out of the design charrette held by the Pembroke Economic Development Committee in April, 2001.

The Soucook River Development District will be located at the intersection of Routes 106 and 3 and includes the former Plourde Sand & Gravel property. The intent of the new district is to create an area that will help to stabilize the tax base by allowing for more intense commercial development of high quality buildings. The SR District will be governed by performance standards, which allows the Planning Board to work closely with developers to create high quality commercial sites that are governed by specific architectural, landscaping and other design guidelines.

The Board holds work sessions on the second Tuesday of every month and conducts regular public meetings the fourth Tuesday of every month at 7:00 p.m. in the Town Hall.

### Code Enforcement

2001 was again a very active year for construction in Pembroke. With 40 new single family dwellings and one duplex permitted this past year. We only permitted one large addition to an existing commercial building. I expect to see continued growth in single family construction and a number of smaller commercial buildings in the coming year.

Building inspections account for about 40% of this position with zoning and fire safety making up the remainder. This is the first year that we have been doing the fire safety inspection within this office. Our goal is to inspect every commercial and multi-family building once per year. Working closely with the Fire Chief we inspect to ensure compliance with the State Fire Code, NFPA National Fire Codes and BOCA National Property Maintenance Code/1996. During the course of the year I will respond to 40 to 50 zoning compliance issues. These may include items such as no building permit, setback infringements, junk cars, and all others requirements covered by Pembroke Code chapter 143. In most cases we will receive voluntary compliance but sometimes we must pursue compliance using the court system.

Pembroke Code chapter 143 requires that all new and alterations to existing structures require a building permit before construction begins. Pembroke Code chapter 143 defines a structure as “A combination of materials assembled at a fixed location to give support or shelter, such as a building, bridge, trestle, tower, framework retaining wall, tank, tunnel, tent, stadium, reviewing stand, platform, bin, fence, sign, flagpole or the like”.

Anyone with questions concerning Building Codes, Pembroke Zoning, or Fire Prevention should contact the Code Enforcement Officer.



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## PLANNING AND LAND USE DEPARTMENT (cont.)

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Type of Permit	Number	Construction Cost	
Single Family	40	\$8,100,000.00	\$32,520.25
Duplex	1	\$350,000.00	\$0.00
Commercial	4	\$2,293,000.00	\$26,145.00
Industrial	0	\$0.00	\$0.00
Apartment Units	0	\$0.00	\$0.00
Garages	14	\$200,800.00	\$977.00
Barns	8	\$79,725.00	\$546.63
Additions/Remodeling	98	\$736,660.00	\$5,066.44
Electrical	75	\$179,100.00	\$937.31
Plumbing	47	\$231,900.00	\$595.60
Renewals	5	\$0.00	\$120.00
Utility Buildings	23	\$28,239.00	\$575.00
Swimming Pools	18	\$94,800.00	\$582.00
Fences	11	\$18,650.00	\$275.00
Masonry	0	\$0.00	\$0.00
Septic Systems	35	\$140,500.00	\$1,750.00
Razing	4	\$0.00	\$50.00
Manufactured Housing Parks	6	\$0.00	\$720.00
Child Care Facilities	7	\$0.00	\$855.00
Signs	9	\$10,800.00	\$225.00
Roofing	50	\$160,360.00	\$1,450.00
Siding	12	\$71,600.00	\$400.00
Other	5	\$120,000.00	\$1,761.00
Other	1	\$5,000.00	\$0.00
	0	\$0.00	\$0.00
<b>Totals</b>	473	\$12,821,134.00	\$75,551.23

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## PLANNING AND LAND USE DEPARTMENT (cont.)

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### Economic Development

The PEDC's most significant venture in 2001 was the commercial development study conducted by TF Moran and Cold Stream Real Estate Advisors to inventory and evaluate current commercial property. The conclusions and recommendations of the study focused on three areas:

- Enhancing Pembroke's Image
  - ~ Highlight Pembroke's close proximity to Concord and its amenities
  - ~ Install "Welcome to Pembroke" signs at major entry points into Town
  - ~ Preserve the architectural features, scale and character of Pembroke Street
  - ~ Develop landscape standards to create a distinct look for commercial area
- Land Use, Planning and Zoning
  - ~ Closely monitor all gravel operations
  - ~ Create small convenience/retail nodes in specified areas along Pembroke Street
  - ~ Create a performance or mixed use zone with flexible regulations to expand marketing options for land owners. Should emphasize landscaping requirements and consideration of architectural features and scale.
  - ~ Establish conservation areas and allow permanent transfer of development rights from larger parcels to parcels near but not on Pembroke Street.
  - ~ Develop a master plan for a Eco-Industrial park similar to that of Londonderry's
  - ~ Create a safety complex along Pembroke Street
  - ~ Encourage or develop elderly housing complexes
  - ~ Review Suncook's business district for architectural and aesthetic assets and ways to promote small business and retail specialty shops.
- Marketing Pembroke to Industry
  - ~ Develop an Economic Information Booklet and one page fact sheet
  - ~ Utilize outside organizations to market Pembroke (State EDC, Concord Chamber, NH Commercial Realtors)
  - ~ Develop a direct mail program showing Pembroke as proactive

The PEDC has begun to implement the study by developing a concept plan for the Soucook River Development District and encouraging the Planning Board to develop performance standards for the new district. The PEDC will begin implementing other parts of the study in 2002.

The PEDC meets the third Thursday of every month at 7:00 PM in Town Hall. New ideas, suggestions and public participation are always welcome.

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## PLANNING AND LAND USE (CONT.)

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### Conservation Commission

The Town of Pembroke is quite unique in that it has relatively large undeveloped parcels of land in close proximity to other more developed towns within Merrimack County. These characteristics, however, make it attractive for quick development. A good approach to maintaining the current charm and allure of the Town is through the conservation of land through outright purchase or use of conservation easements. The Pembroke Conservation Commission has several small parcels of land but they are quite small when compared to the total land area of the town.

The Conservation Commission believes that proper land use planning and wise stewardship of land includes an active component of conservation. Therefore, the commission believes that conservation of land is in the best long-term interest of the Town so that a high quality of life can be maintained while limiting our tax liability. Studies show that a good balance of conservation land within a town actually reduces the total tax liability of the towns residents.

The map on the right below shows the large contiguous undeveloped land in town. Most of this land is under current use, which does not protect the land from rapid development. The map on the left shows the small (less than 1 percent of the total land area in town) areas that are currently protected under conservation or are Town owned.



Conservation/Town Owned Land



Undeveloped Open Space

The Conservation Commission has a management plan in place for the conservation land currently under its jurisdiction, and has identified other areas of land that it wishes to permanently protect from development.

In addition to working on its management plan and open space trail plan, the Commission sponsors educational trips every fall for residents to become familiar with Pembroke's natural beauty. This past October, the Commission conducted a field trip to conservation areas and sponsored a canoe outing.

The Commission is in need of a few new members. If you are interested, please come to a meeting. The Commission meets the first Thursday of each month at 7:00 p.m. in the Town Hall.



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## PLANNING AND LAND USE (CONT.)

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### Zoning Board of Adjustment

The Zoning Board of Adjustment currently consists of five regular members and two alternates (three alternates are permitted), who serve as volunteers to interpret the Zoning Ordinance. The Zoning Board of Adjustment has the power to grant Variances, Special Exceptions, Equitable Waivers, and hear Appeals from Administrative Decisions.

A variance is the establishment of a use which is otherwise prohibited in the zoning ordinance. Variances are relief from regulations which, if strictly applied, would deny a property owner all beneficial use of his land and thus possibly amount to a confiscation.

A special exception is a use of land or buildings that is permitted by special exception and subject to specific conditions that are set forth in the Ordinance. All special exceptions must be made in harmony with the general purpose and intent of the zoning ordinance and be made in accordance with the general or specific rules contained in the ordinance.

An Equitable Waiver of Dimensional Requirement is a tool which the ZBA uses when a lot or other division of land, or structure thereupon, is discovered to be in violation of a physical layout or dimensional requirement. The Zoning Board of Adjustment shall, upon application by and with the burden of proof on the property owner, grant an equitable waiver from the dimensional requirements, if and only if the board makes all the findings outlined in RSA 674:33-a.

The Board also has the power to hear and decide Appeals if it is alleged that there is an error in any order, requirement, decision or determination made by an Administrative Official in the enforcement of the Zoning Ordinance. An appeal from an administrative decision (AAD) must be made within 30 days of one's awareness of the decision. The Zoning Board of Adjustment heard 19 cases and 3 motion to rehear in 2001 compared to 13 cases in the year 2000.

The 2001 ZBA hearings can be broken down as follows:

Variances	10 cases	6 Granted	2 Denied	2 withdrawn
Special Exceptions	4 cases	2 Granted	1 Denied	1 continued
Equitable Waiver	3 cases	3 Granted		
AAD	2 cases	1 Granted	1 Denied	
Motion to Rehear	3	1 Granted	2 Denied	

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## POLICE DEPARTMENT

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The Pembroke Police Department in 2001 experienced a very busy year in personnel changes, requests for police service and the number of criminal investigations conducted throughout the year. As you read the police report, I feel it is important for residents to understand that this report is more than a compilation of statistics. It identifies the dedicated men and women who serve the Town of Pembroke day in and day out, describing many tasks they are called upon to do.

Our only Part Time Officer, Michael Trembly, resigned in January after serving with the Department since January of 1998. In February Sergeant Larry Houghton retired after completing 22 years of honorable service to the Department. Sergeant Steve Gubitosi resigned in November after 18 years of service and Officer Richard Croteau resigned in November with 4 years of service and transferred to the N.H. Department of Safety as a Motor Vehicle Inspector. Officer Michael F. Crockwell was promoted to the rank of Sergeant effective February 12. Mike has served 11 years with the Department and currently is assigned as the Departments Field Training Officer and Firearms Instructor. In August Officer Scott Lewis became the newest member of our Department. In November Scott graduated from the New Hampshire Police Academy. It is also with great pride to inform you that Officer Lewis was presented with the Staff Appreciation Award at the 126<sup>th</sup> New Hampshire Police Academy graduation ceremony.

Some of you may have noticed members of the Department jogging along the roadside. In May we held our first mandated physical fitness test. It is the policy of the Department that each officer once a year passes the physical test. This test will duplicate the physical fitness entrance test of a police officer at the NH Police Academy. When a citizen calls for help, we want to respond by sending an officer that is physically fit and able to serve you and protect you. It is recognized that persons working in the law enforcement career experience a great deal of stress because of their profession. Stress can lead to both short and long term problems. A regiment of regular exercise can help reduce stress and keep the officer more physically fit. We are proud of the officer's commitment toward physical fitness. We are one of the few Police Departments in the State that mandate these physical standards.

After meeting monthly since May of 2000 the Pembroke Police Building Study Committee presented the Board of Selectmen in the fall of 2001 a proposed plan on the development of a Pembroke Police and Fire Safety Complex on the site of the present Fire Station. This proposed plan came after the committees careful assessment of the police and fire departments needs. Committee members became more aware of those needs by touring other police facilities built within the last five years. The stations visited include Auburn, Epping, Hillsboro, Litchfield, Newmarket, and Warner. Three options were considered before deciding the Safety Complex. The first would renovate the present police station on Union Street. The second plan was a proposed standalone station on Pembroke Street at the top of Broadway. The third plan being the Safety Complex. The final decision to develop the Safety Complex became more realistic with the fact that both the Police and Fire Departments could share spaces in the complex. The total **progress** opinion of cost for the proposed new Safety Complex is \$2,591,265. The Committee spent many hours on this study. I want again to thank all of the members of the Pembroke Police Building Study Committee who have been so dedicated to this project from the beginning. I especially want to thank the Chair of the Committee, Mr. William Boudreau, for his commitment and leadership during this study.

I would like to thank all the members of the Pembroke Police Department for their integrity and professionalism. The members of this Department are what makes it such a tremendous organization to be a part of and a pleasure to lead. I would also thank the Board of Selectmen and Town Administrator and other Town Agencies and Boards, and most importantly the townspeople for their support throughout the year 2001.



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## POLICE DEPARTMENT

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I could not close without mentioning the tragic events of September 11, 2001. The events of that day changed this great country forever. The members of the Pembroke Police Department will always remember the Public Safety and Military personnel who made the ultimate sacrifice on that day. Our hearts and prayers go out to those innocent victims, their families, and to those Public Safety and Military personnel who protect lives and maintain freedom for all Americans. **God Bless the United States of America.**

Respectfully submitted,

Wayne A. Cheney  
Chief of Police



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## POLICE DEPARTMENT (CONT.)

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### TABLE OF ORGANIZATION

#### CHIEF OF POLICE

Wayne A. Cheney

#### LIEUTENANT

Scott J. Lane

#### PATROL DIVISION

Sergeant Glenn S. Northrup	Shift Supervisor -	Accreditation Manager
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Sergeant Michael F. Crockwell	Shift Supervisor -	Field Training Officer, Firearms Instructor
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Off. Pamela S. Allgeyer	Patrol Officer	
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Off. Gary R. Gaskell	Patrol Officer-	D.A.R.E. Officer
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Off. Scott Lewis	Patrol Officer	
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#### CRIMINAL DIVISION

Det. Dwayne R. Gilman	Detective	Department Safety Officer
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#### ADMINISTRATIVE SERVICE DIVISION

Mary Ann Ricciotti	Department Administrative Secretary	
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Annette Alley	Department Secretary	
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#### SUPPORT SERVICES

Reverend/Lieutenant Dan Stauffacher	Department Chaplain	
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Roger Duquette	Maintenance	
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**Career Development:** Lt. Scott J. Lane, Training Coordinator

In 2001 our officers completed more than 700 hours of training. Some of the material covered is listed below.

Audio Intelligence Gathering	Cap Stun Instructor
Child Sexual Assault Investigations	Physical Fitness Testing
Crime and Violence in Schools	Crisis Communications
First Line Supervisors	Grant Writing
Homicide Investigation	Human Resource Management
Incident Command System	Internal Affairs Investigations
Law Enforcement Leadership	Work Place Leadership
Physiological Factors in Candidate Selection	Piranha Stop Stick
Responding to the Active Shooter	School Safety Planning

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## POLICE DEPARTMENT (CONT.)

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Sig Sauer Pistol Armorer School  
Thermograph imaging in Law Enforcement  
Urban Rifle Instructor

Supervisors Academy II  
Traffic Crash Reconstruction  
Weapons of Mass Destruction

**Criminal Division:** Lt. Scott Lane, Supervisor  
Det. Dwayne Gilman

The criminal division was fortunate this year to be able to add a valuable piece of equipment to our inventory. A Thermal Imaging Device was obtained through a federal grant obtained by Det. Gilman. The instrument measures differences in the relative heat of different objects. It turns nighttime into daytime. It is a great tool for use in illicit drug investigations and for finding missing persons. There is some limited ability for it to be used by the fire department as well in finding heat sources at fire scenes. The instrument is valued at \$13,000 but came to us at no cost to the department.

The Criminal Division investigated (19) cases involving child sexual exploitation in 2002. They range from acts of Indecent Exposure to Child Pornography to acts of Aggravated Felonious Sexual Assault. These types of investigations are some of the most time consuming cases in which we are involved. Although no two cases are ever identically, spending 40-60 hours on anyone case is not unusual.

The Pembroke Police Department investigated 15 Burglaries in 2001, five less than 2000. We have seen an increase in medication theft in the residential burglaries, specifically, Oxycontin. In all of the burglaries, 8 have been solved and arrests been made. Seven of them are still being investigated in hopes that they will receive new information.

There were 104 thefts reported this year, up 35 from last year. Total monetary loss as a result of thefts exceeded Eighty Thousand Dollars. Thefts can occur any day of the week. Its important also to remember that burglaries no longer happen at night. 13 out of 15 burglaries happened during the daytime.

The days of A it won't happen to me A are over. It can happen to you. Please take precautions by locking your home when you are not there. Take photos of your valuables. Record the serial and model numbers of your property. Installing a burglar alarm is the best deterrent you can have. Residential burglaries taking place in a home with a properly operating alarm system are extremely rare. Most security companies can install a system for less than the cost of your homeowners' insurance deductible fee. Monitoring fees are a few dollars a month and many insurance companies will offer a premium discount if you have a system in your home.

The Pembroke Police would like to help you prevent a burglary from happening. If you have questions about how to make your home more secure, give us a call. We would rather help you take preventive action than to meet you as a burglary victim.

### 2001 BURGLARY SUMMARY & STATISTICS

#### Burglary Totals

Residential	11
Commercial	04
Total	15

#### Residential Loss

High Loss      \$ 6,510.00

#### Commercial Loss

High Loss      \$ 10,099.00

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## POLICE DEPARTMENT (CONT.)

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### Method Of Entry

No Force	02
Force used	13

### Time of Day

Day Time	Residential	10	Commercial	01
Night Time	Residential	01	Commercial	03

### Day Of The Week

Sunday	04	Thursday	01
Monday	02	Friday	02
Tuesday	03	Saturday	00
Wednesday	03		

### Month Of Year

January	01	July	00
February	02	August	00
March	02	September	01
April	01	October	01
May	01	November	04
June	00	December	02

Burglaries cleared	08
Burglaries Cleared By Arrest	08
Burglary Cases Unsolved	07

**Dare Report:** *Officer Gary Gaskell, D.A.R.E. Instructor*

D.A.R.E.

Well, another year has passed and again the Pembroke Police Department D.A.R.E. program would like to thank everyone who got involved to make the D.A.R.E program work. A very special thanks goes to the Pembroke Woman's Club for continuously donating their time to make the Pembroke D.A.R.E. program successful. The Pembroke Police Department is proud that approximately 900 students have completed the 17-week program over the past 8 years, (not including the 1<sup>st</sup> and 3<sup>rd</sup> grade classes). Another big THANK YOU goes to the children of Pembroke for being such great kids to work with.

D.A.R.E This Year

Here we are now in the New Year 2002; the plan for the D.A.R.E. program is to continue in educating the children of Pembroke on the harmful effects of drugs and violence. The Pembroke Police Department will also complete the D.A.R.E. Trading cards for the department so that any child can ask for the officer's card and get a picture and learn a little bit about the officers in Pembroke. Also, we will be going for a new look with the D.A.R.E. truck to be designed by the 5<sup>th</sup> and 6<sup>th</sup> graders of 3 Rivers School. In June look for the D.A.R.E. Golf Tournament to raise funds for the D.A.R.E. Program.



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## RECREATION COMMISSION

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The Recreation Commission oversees the maintenance of Gamelin Memorial Field. Facilities at the Park include: basketball; four ball fields (one lighted) for baseball, softball and soccer; beach volleyball; fitness course; playground, picnic area; pavilion; and a boat launch area. Each year the commission supports: a soccer league for children (grades kindergarten-6), biddie basketball (grades 4-6), Little League baseball and softball, summer recreation softball, summer recreation basketball (grades 7-12), youth field hockey clinic, tennis lessons, a fishing derby, a summer recreation program, summer swimming, an annual antique fire truck show, D.A.R.E. golf tournament, Almost Home Day Road Race, Old-Home Day activities, and various groups or individuals from those who have used the park facilities for gatherings.

This past year lighting in the restrooms were replaced, dugouts were rebuilt at the major softball field, a slide and tables were installed in the spring, a new set of bleachers were purchased, youth soccer finished constructing a new building for storage, and money was set aside for the irrigation project for all fields. aluminum bleachers. Youth soccer began the construction.

On Saturday, October 13, the amogskeag Rowing Club hosted the New Hampshire Regatta Championship. The town of Pembroke is excited about the annual event that will take place at Memorial Field in the Fall. The commission wants to take this time to welcome and thank the club members for the successful running and clean-up of the event. We look forward to establishing a partnership that will benefit the rowing clubs and the local communities

Karen Misenhelmer directed our summer recreation program. More than 170 children registered with an average attendance of 70. Children entering grades 2 - 8 were accepted at the cost of \$3 a day. Scholarships were made available for families with financial difficulties. Allenstown helped finance the program as 40 students from that town attended. Karen was assisted by Melissa Whitfield and ten teen counselors. Throughout the summer children were involved in sport activities, arts and crafts and weekly field trips. The trips were destinations related to the weekly theme.

New Hampshire College hosted our summer swim program. Sue Danualt directed the program for the sixth year. More than 60 children registered for free swimming lessons in the different ability levels. The commission would like to thank Ray Prouty, who arranged the pool schedule to accommodate Pembroke.

Helen Fryer coordinates a program for senior citizens. Residents over 55 have opportunities to attend many events and programs with speakers, pot - luck luncheons, and special trips throughout the year. The commission would like to recognize Helen for her continued work each year with the M & M group.

Out intent next year is to create a parking area near the entrance of the field, pave under the pavilion, repave the basketball court, purchase a set of bleachers, a new set of swings for the playground, continuation with the irrigation system for the four playing fields.

Every year Henry Malo and the Highway Department assist the summer work crew on various projects. The town is very fortunate to have someone of Henry's caliber. He and his staff are very easily approachable and have helped in many ways. The commission also wants to recognize Jim Goff who spent numerous hours replacing the dugouts at the softball diamond.

In closing, we thank the many leagues and people who used the park this part year and cooperated in keeping the park clean and one that all residents can be proud of.

Respectfully submitted,  
Rose Galligan, Chairperson  
Michele Carvalho, Secretary  
Greg Goff, Treasurer  
David Seavy  
Bob Musil

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## SEWER COMMISSION REPORT

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We continue to camera our main lines and fix the problem areas as we find them. Along with the camera we are also using our jetter to power wash these lines as a preventive maintenance.

We still **do not** give abatements for pools, lawn or garden watering unless a meter of Badge type, acquired through the sewer department, was installed and inspected.

The Sewer Department is now located at the Highway Facility. The Commission meets every third Monday of the month at 7:00 p.m. at the Highway Facility. The office of the Sewer Commission is open from 7:00 a.m. -3:30 p.m. Monday- Friday. We will be glad to answer any questions on sewer problems or hook-ups. Please feel free to call us at 485-8658.

### ACCOUNT BALANCE 12/31/01

Capital Bond	Closed	last payment to Town 2001
Capital Improvements	\$82,003.45	
Operating/checking account	\$39,752.43	
Repair & Replacement	\$282,451.00	
Betterment Assessment	\$39,994.29	this account will close year 2012
<b>Total in all accounts</b>	<b>\$444,201.17</b>	
<b>Total Interest MBIA Acc. Town</b>	<b>\$3,306.97</b>	<b>year to date</b>
<b>Total Interest MBIA Acc. Sewer</b>	<b>\$12,487.19</b>	<b>year to date</b>

Respectfully submitted,

Pembroke Sewer Commissioners

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## SUPERVISORS OF THE CHECKLIST

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The Supervisors of the Checklist held their required sessions for corrections, additions and party changes before Town Meeting Day.

They were also present at the School District Meeting on March 10<sup>th</sup>, Town Meeting Election Day, March 13<sup>th</sup> and Town Meeting deliberative session on March 17<sup>th</sup>.

Public notices were published in the Concord Monitor stating date and time of required sessions.

The Supervisors of the Checklist also held ten extra meetings beginning in June and ending in August as required by RSA:39 for the purpose of updating the checklist. All those who had not voted from 1999 Town Election through the end of 2000 including Presidential Primary, State Primary, State General Election, School District and Special Elections were sent letters to be removed from the checklist. All those who did not respond to be re-registered within the required 30 days were removed. Updated checklists are posted at the Town Hall and the Town Library for anyone to view.

Qualified residents may register to vote at the Town Clerk's Office in the Town Hall during regular business hours, at required Supervisor Sessions, and at the polls on voting day.

We would like to thank all those who volunteered to help the Supervisors in reading the required checklists for the preparation of the master list and with the mailing. Their help was greatly appreciated by us for the purpose of meeting the required deadline of September 1, 2001.

Supervisors of the checklist,

Barbara N. Payne

Roland Young Jr.

Florence A Woods



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## PEMBROKE WATERWORKS

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This past spring Pembroke Water Works' million-gallon water tank in Allenstown was dismantled and a new tank erected in its place. The cost of dismantling the old and then the erecting of the new tank was covered by a warranty.

The long awaited new well was drilled in Bearbrook State Park this fall. The Board is now awaiting State approval to place the well on line. The well replaces a well that is no longer usable.

The third annual Water Quality Report was mailed to the water users in June. The Water Works is required to test for seventy-seven (77) contaminants and only four (4) contaminants were detected. The test results showed no known violations to state federal standards.

There was an increase of twelve (12) single-family homes in Pembroke, three (3) in Allenstown and twenty (20) mobile homes at Brookside Mobile Home Park in Allenstown to the water system during 2001. The park needed to extend the twelve-inch water main by 1500 feet in order to be connected to the water system. The Water Works franchise area was extended to include property west of Suncook Business Park along Route 28 in Allenstown to Deerfield Road, and up Deerfield Road to include the well sites in BearBrook State Park and the property adjacent to the well sites.

Pembroke Water Works became a member of the Tree Farm System this summer. The Water Works has fourteen (14) acres of forest land in Pembroke and over sixty acres of forest land in Allenstown. The Board of Water Commissioners voted to participate in Tree Farm System because good forestry practices go hand in hand with water quality.

The Superintendent and crew spent the spring and summer and late fall repairing ten (10) water main and twelve (12) service breaks along with installing seven (7) new services. They repaired or moved four (4) hydrants. A roads project in Allenstown and one on Pembroke kept the crew busy raising, lowering and moving many water shut offs. Many hours were spent at the new well site by the crew installing the road, part of the water main and electrical conduit that will be needed once the well is on line. The crew also responded to nearly 400 Dig-Safe calls, this was an increase of almost 100 calls from the previous year.

Respectfully submitted,

Edward R. Lavallee  
Board of Water Commissioners  
Chairman

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## PEMBROKE WATER WORKS (CONT.)

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### **Burnham & Malmberg Professional Association**

Certified Public Accountants

155 Manchester Street

Concord New Hampshire 03301

### INDEPENDENT AUDITOR'S REPORT

To the Board of Water Commissioners  
of Pembroke Water Works

We have audited the accompanying balance sheets of Pembroke Water Works as of December 31, 2001 and 2000, and the related statements of income, retained earnings, and cash flows for the years then ended. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audit in accordance with generally accepted auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Pembroke Water Works as of December 31, 2001 and 2000, and the results of its operations and its cash flows for the years then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The schedules of operating expenses on page 8 is presented for the purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements, and in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Burnham & Malmberg, Professional Association  
Concord, New Hampshire

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**PEMBROKE WATER WORKS (CONT.)**

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PEMBROKE WATER WORKS

BALANCE SHEET

DECEMBER 31, 2001 AND 2000

ASSETS

	<u>2001</u>	<u>2000</u>
CURRENT ASSETS		
Cash		
Savings accounts	\$ 231,181	\$ 220,739
Checking accounts	15,107	24,849
Change fund	185	185
Capital reserve fund account (Note D)	<u>53,857</u>	<u>90,075</u>
	300,330	335,848
Accounts receivable	12,454	12,040
Materials and supplies inventory (Note A)	27,542	27,648
Prepaid expense	<u>4,252</u>	<u>4,563</u>
TOTAL CURRENT ASSETS	344,578	380,099
PROPERTY AND EQUIPMENT (Note A)		
Land	31,935	31,935
Structures	932,948	830,425
Water supply and pumping equipment	267,693	252,918
Water distribution equipment	1,313,441	1,301,067
Other equipment	157,611	120,692
Well exploration costs	<u>29,865</u>	<u>29,865</u>
	2,733,493	2,566,902
Less allowances for depreciation and amortization	<u>(1,345,789)</u>	<u>(1,298,391)</u>
	<u>1,387,704</u>	<u>1,268,511</u>
	<u>\$1,732,282</u>	<u>\$1,648,610</u>
LIABILITIES AND CAPITAL		
CURRENT LIABILITIES		
Accounts payable	<u>\$ 49,173</u>	<u>\$ 5,069</u>
TOTAL CURRENT LIABILITIES	49,173	5,069
CAPITAL		
Municipal investment (Note C)	213,693	213,693
Retained earnings (operating)	1,415,559	1,339,773
Capital reserve fund (Note D)	<u>53,857</u>	<u>90,075</u>
	<u>1,683,109</u>	<u>1,643,541</u>
	<u>\$1,732,282</u>	<u>\$1,648,610</u>



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## PEMBROKE WATER WORKS (CONT.)

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### PEMBROKE WATER WORKS

#### STATEMENTS OF OPERATIONS AND RETAINED EARNINGS

YEARS ENDED DECEMBER 31, 2001 AND 2000

	<u>2001</u>	<u>2000</u>
OPERATING REVENUE (Note B)		
Residential water sales	\$ 285,462	\$ 277,320
Hydrant rentals	34,554	34,320
Commercial water sales	72,211	65,895
Merchandise sales and job work	<u>8,686</u>	<u>8,067</u>
	400,913	385,602
OPERATING DEDUCTIONS		
Operating expenses	362,002	327,245
Depreciation and amortization	63,783	58,011
Payments in lieu of property taxes	<u>178</u>	<u>182</u>
	<u>425,963</u>	<u>385,438</u>
OPERATING INCOME	(25,050)	164
NON-OPERATING REVENUE (EXPENSE)		
Interest expense	-0-	-0-
Interest income	9,710	10,234
Finance service charges on delinquent accounts	3,179	4,748
Miscellaneous income	<u>15,197</u>	<u>2,010</u>
	<u>28,086</u>	<u>16,992</u>
NET INCOME	3,036	17,156
Retained earnings at beginning of year	1,339,773	1,322,617
Transfer from Capital Reserve Fund	<u>72,750</u>	<u>-0-</u>
RETAINED EARNINGS AT END OF YEAR	<u>\$1,415,559</u>	<u>\$1,339,773</u>

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**PEMBROKE WATER WORKS (CONT.)**

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PEMBROKE WATER WORKS

STATEMENTS OF CAPITAL RESERVE FUND

YEARS ENDED DECEMBER 31, 2001 AND 2000

	<u>2001</u>	<u>2000</u>
OPERATING REVENUE (Note D)		
Permit fees	\$ 33,282	\$ 13,409
NON-OPERATING REVENUE		
Interest	<u>3,250</u>	<u>4,628</u>
NET INCOME	36,532	18,037
Capital reserve fund at beginning of year	90,075	72,038
Transfer to Operating Fund	<u>(72,750)</u>	<u>-0-</u>
CAPITAL RESERVE FUND AT END OF YEAR	<u>\$ 53,857</u>	<u>\$ 90,075</u>

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**PEMBROKE WATER WORKS (CONT.)**

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PEMBROKE WATER WORKS

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000

	<u>2001</u>	<u>2000</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Net Income - operations and reserve	\$ 39,568	\$ 35,193
Non-cash expense included in net income:		
Depreciation and amortization	63,783	58,011
Net decrease (increase) in:		
Accounts receivable	(414)	(866)
Inventory	106	463
Prepaid expense	311	470
Net (decrease) increase in:		
Accounts payable	<u>44,104</u>	<u>2,470</u>
 NET CASH PROVIDED BY OPERATING ACTIVITIES	 147,458	 95,741
 CASH FLOWS FROM INVESTING ACTIVITIES:		
Capital expenditures	<u>(182,976)</u>	<u>(23,801)</u>
 NET CASH (USED) BY INVESTING ACTIVITIES	 (182,976)	 (23,801)
 NET (DECREASE) INCREASE IN CASH	 (35,518)	 71,940
 CASH BEGINNING OF YEAR	 <u>335,848</u>	 <u>263,908</u>
 CASH AT END OF YEAR	 <u>\$ 300,330</u>	 <u>\$ 335,848</u>



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## PEMBROKE WATER WORKS (CONT.)

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### PEMBROKE WATER WORKS

#### NOTES TO FINANCIAL STATEMENTS

YEARS ENDED DECEMBER 31, 2001 AND 2000

#### NOTE A - ACCOUNTING POLICIES

The principal accounting policies of Pembroke Water Works ("the Water Works") are as follows:

##### Business Activity

The Water Works provides water service to residents and businesses located in the towns of Pembroke and Allenstown. This provides a customer base of 2,060 accounts representing 3,253 individual units.

##### Accounting Basis

The Water Works uses the accrual method of accounting for all revenue and expenses.

##### Property and Equipment

These assets are carried at cost. Maintenance repairs and minor renewals are expensed as incurred and renewals and betterments are capitalized. When an asset is retired or disposed of, the related costs and accumulated depreciation are removed from the accounts and any gain or loss on the disposition is credited or charged to income. Provision is made on the straight-line method for depreciation by annual charges to operations calculated to absorb the costs over the estimated useful lives of the assets.

The cost of water mains included under the caption "Water distribution equipment" reflects only those costs actually expended by the Water Works. In prior years, the Water Works acquired title to additional mains located in housing development areas. The cost of such mains has been borne by the developer. Under the standard contract provision mains installed in development areas become the property of the Town after a specified period of time. The cost of mains so acquired is not reflected in the property and equipment accounts.

##### Inventory

Material and supply inventory is valued at the First In - First Out (FIFO) method.

##### Allowance for Doubtful Accounts

The Company considers accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts is required.

##### Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

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## PEMBROKE WATER WORKS (CONT.)

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### PEMBROKE WATER WORKS

#### NOTES TO FINANCIAL STATEMENTS (CONTINUED)

YEARS ENDED DECEMBER 31, 2001 AND 2000

##### NOTE B - EASEMENT AGREEMENT

In August, 1973, the State of New Hampshire granted to the Water Works an easement and right of way for the construction of a well and pumping station on land situated in Bear Brook State Park. Under the terms of the easement agreement, the Water Works is obligated to supply up to 50,000 gallons of water a day indefinitely to the State at no charge.

##### NOTE C - MUNICIPAL INVESTMENT

During fiscal year 1985 Pembroke Water Works constructed a new water main on Route 106 from Pembroke Street to the Concord City Line. The town of Pembroke voted to authorize \$200,000 for this construction and issued this amount to Pembroke Water Works. This increased the municipal investment to \$213,693 at December 31, 1985. The total construction cost of this project was \$213,815.

##### NOTE D - CAPITAL RESERVE FUND

During fiscal year 1986, Pembroke Water Works established a \$750 per unit tap fee to finance construction, reconstruction, acquisition of needed water works system equipment, improvements and/or the acquisition of land for water system expansion. The fee is only charged to Pembroke, Allenstown and Hooksett applicants; the town trustees of trust funds hold monies. The fund amounted to \$53,857 and \$90,075 at December 31, 2001 and 2000, respectively.

##### NOTE E - DEFERRED COMPENSATION PLAN

During 1988, the company established a deferred compensation plan available to all employees in accordance with section 457 of the Internal Revenue Code. The plan is administered by a third party.

##### NOTE F - RELATED PARTY TRANSACTIONS

The Company entered into the following related party transaction with a member of the Board of Commissioners:

	<u>2001</u>	<u>2000</u>
Purchase of heating oil & kerosene with Edward Lavallee of Lavallee Oil, Inc.	\$ 2,832	\$ 2,535

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PEMBROKE WATER WORKS (CONT.)

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PEMBROKE WATER WORKS

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

YEARS EDNED DECEMBER 31, 2001 AND 2000

NOTE G - SUBSEQUENT EVENT

On January 7, 2002, the Pembroke Water Works issued General Obligation Bonds in the aggregate principal amount of \$75,000 maturing on January 7, 2005 with principal and interest @ 3.98% payable semi-annually. The proceeds of the Bond will be utilized in the construction of a new well.

Future debt maturities are as follows:

12/31/02	\$ 12.500
12/31/03	25,000
12/31/04	25,000
12/31/05	12,500
	<u>\$ 75,000</u>



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## PEMBROKE WATER WORKS (CONT.)

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### PEMBROKE WATER WORKS

#### SCHEDULES OF OPERATING EXPENSES

YEARS ENDED DECEMBER 31, 2001 AND 2000

	<u>2001</u>	<u>2000</u>
Water supply and pumping:		
Power purchases	\$ 55,474	\$ 63,786
Pumping station labor	14,072	12,223
Pumping station supplies and expense	16,336	11,256
Purification labor	11,902	10,742
Water purification supplies and expense	19,622	22,474
Water distribution:		
Gravel and hot top	2,802	514
Labor, repairs and supplies - service	17,753	11,967
Labor, repairs and supplies - hydrants	6,575	3,330
Labor, repairs and supplies - mains	12,720	8,040
Labor, repairs and supplies - meters	4,510	4,878
Miscellaneous labor	14,551	8,779
Administration:		
Superintendent	42,058	40,914
Office	41,018	39,644
Insurance	25,179	21,208
Garage	11,677	8,739
Commissioners' and treasurer salaries	5,300	5,300
Meter readings	5,407	4,261
Miscellaneous	6,796	5,968
Payroll taxes	13,083	11,344
Store department and shop	8,803	10,054
Professional fees	4,309	2,697
Benefit hours	11,255	9,877
Engineering	10,800	9,250
TOTAL OPERATING EXPENSES	<u>\$362,002</u>	<u>\$327,245</u>

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## 2001 PEMBROKE AND ALLENSTOWN OLD HOME DAY

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### THEME: "FIELD OF DREAMS"

"2001" Old Home Day was again a huge success enjoyed by residents of Pembroke, Allenstown, and many neighboring communities. As in the past celebrations friends, neighbors, family, and strangers came together for wholesome old time fun to reminisce, become reacquainted, and to enjoy new experiences in our two small towns.

The day began with a breakfast buffet and historical society open house followed by the Old Home Day Parade. This year's parade included a brief moment of silence, ceremonial placement of wreath, and playing of taps at the White Rabbit Inn in memory of owner and community spirited gentleman, Gregory Martin. The parade concluded at Memorial Field where the remainder of the day's events occurred.

The day's festivities at the field began with the dedication and ringing of the historic and newly renovated town clock. Entertainment, music, rides, games, demonstrations, crafts, flea market, and of course food were all part of the big day. A wonderful addition to our rides was an aerial view of our towns via helicopter. As usual the day ended with spectacular fireworks illuminating a starlit sky.

This celebration is made possible by both Pembroke and Allenstown municipalities, highway and police departments, Tri-Town ambulances, countless volunteers, private businesses, individuals, donated equipment, money, ideas, and time. I would like to extend many, many thanks to all who took part. This day could not have happened without each and everyone of you.

As always our hardworking committee members and volunteers need additional help. Many hands make light work and our hands are few. Monthly meetings occur the last Monday of each month at 7:00p.m. at the Suncook Bank of NH community room. All visitors are welcome to watch, participate, offer suggestions, or become a member. Please join us in the production of such a memorable community event with your new ideas and assistance. This year's celebration will be held on Saturday, August 24, 2002. Mark your calendars!

Sincerely,

Stephen L. Fowler  
Acting Chairperson

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**PEMBROKE SCHOOL DISTRICT  
FOR THE YEAR ENDING JUNE 2001**

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**Moderator**  
THOMAS E. PETIT

**District Clerk**  
CYNTHIA MENARD

**Treasurer**  
JULIE LUSTIG

**School Board**

MARILYN DUFFY	Term Expires 2002
GERARD FLEURY	Term Expires 2002
CLINTON HANSON	Term Expires 2003
THERESE McCARTHY	Term Expires 2004
RONALD CLOUSER	Term Expires 2004

**Auditor**  
BRENT W. WASHBURN, C.P.A.

**Superintendent of Schools**  
THOMAS HALEY

**Asst. Superintendent of Schools**  
DAVID DZIURA

**Business Administrator**  
PETER AUBREY



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# PEMBROKE SCHOOL DISTRICT

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## PEMBROKE ACADEMY GYMNASIUM

Saturday, March 10, 2001

### ABSTRACT OF MINUTES

The meeting was called to order at 10:05 A.M. by Moderator Thomas Petit. Members of the school board and budget committee were introduced by Moderator Petit. Supervisors and assistants of the voters checklist present were Florence Woods, Celeste Borgman, Roland Young, and Barbara Payne. Registered voters were to check in at the door and received a card. After a moment of silence, Moderator Petit introduced Mr. Clint Hanson, Chairperson of the school board to make a presentation. Mr. Hanson stated that "Marilyn Duffy has served on the school board for one term, has been a pleasure to work with and has been one of those people on the board that gives us all a chance to rethink what we do because she brings fresh eyes to each and every issue." Marilyn was presented with an inscribed clock on behalf of the school board.

The reading of the warrant was the first order of business.

At this time a motion was made by Clint Hanson to set aside order of Articles and go directly to Article 12 to be read and acted upon. Ron Clouser seconded. Voters present were in favor of the motion. (See Article 12).

**Article 1:** TO HEAR THE REPORTS OF AGENTS, AUDITORS, COMMITTEES, OR OFFICERS CHOSEN, AND TO PASS ANY VOTE RELATING THERETO.

A motion was made to accept the reports as written in the 2000 School District Report and adopted by voters present.

**Article 2:** TO SEE IF THE DISTRICT WILL VOTE TO AUTHORIZE THE SCHOOL BOARD TO ACCEPT GIFTS AND DONATIONS FROM ANY SOURCE ON BEHALF OF THE SCHOOL DISTRICT.

Motion to accept made by Clint Hanson. Seconded by Ron Clouser

Article #2 was adopted by a card showing vote.

**Article 3:** TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF UP TO \$50,000, FROM SURPLUS, TO BE ADDED TO THE SPECIAL EDUCATION TRUST FUND PREVIOUSLY ESTABLISHED, AND TO AUTHORIZE THE USE/TRANSFER OF UP TO \$50,000, FROM THE JUNE 30, 2001 FUND BALANCE FOR THIS PURPOSE. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson. Seconded by Ron Clouser.

Article #3 was adopted by a card showing vote.

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## PEMBROKE SCHOOL DISTRICT (CONT.)

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**Article 4:** TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF UP TO \$20,000, FROM SURPLUS, TO BE ADDED TO THE SCHOOL ROADWAY TRUST FUND PREVIOUSLY ESTABLISHED, AND TO AUTHORIZE THE USE/TRANSFER OF UP TO \$20,000 FROM THE JUNE 30, 2001 FUND BALANCE FOR THIS PURPOSE. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson. Seconded by Ron Clouser

Article #4 was adopted by a card showing vote.

**Article 5:** TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF UP TO \$20,000, FROM SURPLUS, TO BE ADDED TO THE SCHOOL BUILDING CAPITAL RESERVE FUND PREVIOUSLY ESTABLISHED, AND TO AUTHORIZE THE USE/TRANSFER OF UP TO \$20,000, FROM THE JUNE 30, 2001 FUND BALANCE FOR THIS PURPOSE. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson. Seconded by Marilyn Duffy

Article 5 was adopted by a card showing vote.

**Article 6:** TO SEE IF THE DISTRICT WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF UP TO \$10,000, FROM SURPLUS, TO BE ADDED TO THE MAJOR EQUIPMENT TRUST FUND PREVIOUSLY ESTABLISHED, AND TO AUTHORIZE THE USE/TRANSFER OF UP TO \$10,000, FROM THE JUNE 30, 2001 FUND BALANCE FOR THIS PURPOSE. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson. Seconded by Gerry Fleury

Article 6 was adopted by a card showing vote.

**Article 7:** TO SEE IF THE DISTRICT WILL VOTE TO AUTHORIZE THE WITHDRAWAL OF \$47,475 FROM THE SCHOOL BUILDING CAPITAL RESERVE FUND FOR THE PURPOSES OF FIELD IRRIGATION AT PEMBROKE ACADEMY (\$22,000), HALLWAY PAINTING AT THREE RIVERS SCHOOL (\$7,975), CARPETING AT HILL AND VILLAGE SCHOOLS AND CEILING TILE REPLACEMENT AT HILL SCHOOL (\$9,000), FENCING AND PLAYGROUND SAFETY EDGING REPLACEMENT AT VILLAGE SCHOOL (\$8,500). (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson. Seconded by Ron Clouser

Article 7 was adopted by a card showing vote.



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## PEMBROKE SCHOOL DISTRICT (CONT.)

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**Article 8:** TO SEE IF THE DISTRICT WILL VOTE TO REMOVE THE TERM "MAJOR" FROM THE TITLE AND PURPOSE OF THE MAJOR EQUIPMENT TRUST FUND PREVIOUSLY ESTABLISHED. (TWO-THIRDS MAJORITY VOTE)

Motion to accept made by Clint Hanson. Seconded by Ron Clouser

Article 8 was adopted by a two-thirds majority voter card vote.

**Article 9:** TO SEE IF THE DISTRICT WILL VOTE TO AUTHORIZE THE WITHDRAWAL OF \$27,300 FROM THE (*MAJOR*) EQUIPMENT TRUST FUND FOR THE PURPOSES OF PURCHASING GROUNDS MAINTENANCE EQUIPMENT (\$2,300), A REPLACEMENT FIRE ALARM PANEL FOR VILLAGE SCHOOL (\$6,000) AND A REPLACEMENT PHONE/INTERCOM SYSTEM FOR VILLAGE SCHOOL (19,000). (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson. Seconded by Ron Clouser

Article 9 was adopted by a card showing vote.

**Article 10:** TO SEE IF THE DISTRICT WILL VOTE TO APPROVE THE COST ITEMS AS SET FORTH IN THE COLLECTIVE BARGAINING AGREEMENT REACHED BETWEEN THE EDUCATION ASSOCIATION OF PEMBROKE AND THE PEMBROKE SCHOOL BOARD FOR THE 2001/02, 2002/03 AND 2003/04 FISCAL YEARS, WHICH CALL FOR THE FOLLOWING ESTIMATED INCREASES IN SALARIES AND BENEFITS:

YEAR 2001/02	\$380,739
YEAR 2002/03	\$358,844
YEAR 2003/04	\$353,755

AND TO FURTHER RAISE AND APPROPRIATE THE SUM OF \$380,739 FOR THE 2001/02 FISCAL YEAR, SUCH SUM REPRESENTING THE ADDITIONAL COSTS ATTRIBUTABLE TO THE INCREASE IN SALARIES AND BENEFITS AGREED TO BY THE PEMBROKE SCHOOL BOARD AND THE EDUCATION ASSOCIATION OF PEMBROKE. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE RECOMMENDS APPROVAL.)

Motion to accept made by Clint Hanson. Seconded by Ron Clouser

Article 10 was adopted by a card showing vote.

**Article 11:** AS AN ADVISORY ARTICLE TO THE SCHOOL BOARD, TO SEE IF THE DISTRICT WILL VOTE TO APPROVE CONTINUATION OF THE PEMBROKE ACADEMY ICE HOCKEY PROGRAM PARTIALLY AT DISTRICT EXPENSE. THE DISTRICT COST IS ESTIMATED AT \$11,000 FOR THE 2000/01 SCHOOL YEAR. THIS PROGRAM HAS BEEN TOTALLY FUNDED PRIVATELY BY THE PEMBROKE ACADEMY FRIENDS OF HOCKEY DURING FISCAL YEARS 1999, 2000 AND 2001. THIS \$11,000 IS CURRENTLY INCLUDED IN THE REQUESTED BUDGET TOTAL. (SCHOOL BOARD RECOMMENDS APPROVAL. BUDGET COMMITTEE DOES NOT RECOMMEND APPROVAL.)



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## PEMBROKE SCHOOL DISTRICT (CONT.)

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Motion to accept made by Clint Hanson. Seconded by Ron Clouser

Article 11 was adopted by a card showing vote.

**Article 12:** TO SEE IF THE PEMBROKE SCHOOL DISTRICT SHALL ACCEPT THE PROVISIONS OF RSA 195-A (AS AMENDED) PROVIDING FOR THE RENEWAL OF AN A.R.E.A. SCHOOL LOCATED IN PEMBROKE TO SERVE STUDENTS IN GRADES 9-12 FROM THE SCHOOL DISTRICTS OF ALLENSTOWN, CHICHESTER AND EPSOM, IN ACCORDANCE WITH THE PROVISIONS OF THE PLAN ON FILE WITH THE DISTRICT CLERK AND CONTINGENT UPON THE APPROVAL OF THE STATE BOARD OF EDUCATION.

[THIS ARTICLE ASKS WHETHER VOTERS WISH TO MODIFY THE EXISTING A.R.E.A. AGREEMENT WITH PEMBROKE ACADEMY. THE MOST SIGNIFICANT CHANGE WOULD GRANT ONE MEMBER OF THE ALLENSTOWN, CHICHESTER AND EPSOM SCHOOL BOARDS VOTING STATUS ON THE PEMBROKE SCHOOL BOARD FOR ALL MATTERS RELATED TO THE GOVERNANCE OF PEMBROKE ACADEMY. OTHER CHANGES NULLIFY THE EXCLUSION OF CERTAIN EPSOM STUDENTS AND BRING THE AGREEMENT INTO COMPLIANCE WITH CURRENT STATUE.) (MAJORITY BALLOT VOTE REQUIRED.)

Motion to accept made by Clint Hanson. Seconded by Marilyn Duffy

Keith Cota, chairman of the Epsom School Board and A.R.E.A. Board asked to speak to Article #12. There being no objection from the voters present, Mr. Cota asked the Pembroke voters for support of Article #12 stating: "The bottom line is, at the present time there is no representation from the sending schools, it is a consideration of fairness, Epsom sends 215 students equaling 1.4 million dollars and with Allenstown and Chichester combined, a total of over 6 million dollars, and asking to share in power and choice."

Clint Hanson, Chairman of the Pembroke School Board responded stating: "The Pembroke School Board was unanimously in agreement that this was not in the best interest of taxpayers and students. The argument of fairness is valid however an argument of fairness to Pembroke is also valid. Addressing the former cannot jeopardize the latter. The Pembroke School Board is not insensitive to the issues brought forth, they just simply disagree."

After discussion of Article #12 from the voters present Tom Colburn stated; "Pembroke owns the bond, we have 100% liability, agrees with Mr. Hanson's statements and called to move the question." Ron Clouser seconded.

Moderator Thomas Petit opened the polls for voting on Article #12. Tellers to count ballots were: Cheryl Tufts, Jackie Zeaman, Grace Forest, Ronald Rush, Charles Mitchell, Chuck Schmidt, Tom Colburn, and Roland Young.

YES: 16

NO: 181

Article #12 failed by ballot vote.

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**PEMBROKE SCHOOL DISTRICT (Cont.)**

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**Article 13:** TO SEE WHAT SUM OF MONEY THE DISTRICT WILL RAISE AND APPROPRIATE FOR THE SUPPORT OF SCHOOLS, FOR THE PAYMENT OF SALARIES AND BENEFITS FOR SCHOOL DISTRICT OFFICIALS AND AGENTS AND FOR THE PAYMENT OF STATUTORY OBLIGATIONS OF THE DISTRICT, INCLUSIVE OF ALL FUNDS APPROPRIATED IN PREVIOUS ARTICLES ON THIS WARRANT.

David Freeman-Wolpert, Chairman of the Budget Committee, presented the budget for Article #13.

After discussion of the budget and questions answered from the voters present by members of the Budget Committee and School Board, the following motion was made by David Freeman-Wolpert.

I move to see if the District will raise and appropriate the sum of \$15,841,004 for the support of schools, for the payment of salaries and benefits for School District officials and agents and for the payment of statutory obligations of the District, inclusive of all funds appropriated in previous articles on this warrant.

Seconded by Daryl Borgman

A motion was made by Clint Hanson to amend Article #13 by an increase of \$151,541,000 and seconded by Marilyn Duffy.

The amended amount was discussed at length. Thomas Veinote called to move the question and Janet Fortnam seconded. The amendment failed.

Article #13 was on the table in the amount of \$15,841,004.

Roy Annis called to move the question. William Stanyan seconded.

Article 13 was adopted by a card showing vote.

**Article 14:** TO CHOOSE AGENTS AND COMMITTEES IN RELATION TO ANY SUBJECTS EMBRACED IN THE WARRANT.

This article was passed over as there was not action needed.

**Article 15:** TO TRANSACT ANY OTHER BUSINESS THAT MAY LEGALLY COME BEFORE SAID MEETING.

There being no other business to transact, the school district meeting was adjourned at 2:05 P.M.

Respectfully submitted by,  
Cynthia E. Menard  
School District Clerk

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## PEMBROKE SCHOOL DISTRICT (CONT.)

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### PEMBROKE SCHOOL DISTRICT TUESDAY, MARCH 14, 2000

The polls were officially opened at 11:00 A.M. by Moderator Thomas Petit at the Pembroke Village School on High Street. The warrant was read, a motion to accept was made by Charlie Mitchell and seconded by Florence Woods. The polls were declared open until 7:00 P.M. for the purpose of electing school district officers and two school board members. Supervisors of the checklist present were: Roland Young, Barbara Payne and Florence Woods.. Attending assistants were: Charlie Mitchell as Assistant Moderator, Marie Brezosky, Mary L. Taylor, Chet Martel, and Chuck Schmidt. Also in attendance: Pembroke Police Chief Wayne Cheney and Town Clerk Jim Goff.

1. TO CHOOSE A MODERATOR FOR THE ENSUING YEAR

Thomas E. Petit - 419 (elected)

2. TO CHOOSE A CLERK FOR THE ENSUING YEAR

Cynthia E. Menard - 407 (elected)

3. TO CHOOSE A TREASURER FOR THE ENSUING YEAR

Julie Lustig - 384 (elected)

4. TO CHOOSE TWO MEMBERS OF THE SCHOOL BOARD FOR THE ENSUING THREE YEARS

Gerry Fleury – 321 (elected)

Thomas Serafin – 253 (elected)

Arthur L. Labbay - 196

The polls were closed at 7:00 P.M. Tellers to count were listed above.

Respectfully submitted,  
Cynthia E. Menard  
School District Clerk



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**PEMBROKE SCHOOL DISTRICT (CONT.)**

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**STATISTICAL REPORT FOR PEMBROKE**

**2000/01**

	<u><b>Elementary</b></u>	<u><b>Secondary</b></u>	<u><b>Total</b></u>
Half Days in Session	360	360	
Enrollment	878	1014	1892
Percent of Attendance	95.7	91.9	93.6
Average Daily Attendance	786.8	995.3	1782.1

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**SUPERINTENDENT'S SALARY**

**2000/01**

Allenstown	\$13,056
Chichester	7,979
Deerfield	15,473
Epsom	12,814
Pembroke	<u>31,269</u>
	\$80,591

**ASSISTANT SUPERINTENDENT'S  
SALARY 2000/01**

Allenstown	\$10,819
Chichester	6,612
Deerfield	12,822
Epsom	10,618
Pembroke	<u>25,912</u>
	\$66,783

**BUSINESS ADMINISTRATOR'S  
SALARY 2000/01**

Allenstown	\$ 8,100
Chichester	4,950
Deerfield	9,600
Epsom	7,950
Pembroke	<u>19,400</u>
	\$50,000

**REPORT OF SCHOOL DISTRICT TREASURER**

For the Fiscal Year July 1, 2000 to June 30, 2001

<b>CASH ON HAND JULY 1, 2000</b>		<b>\$ 530,957.76</b>
Received from Selectmen	\$5,607,240.00	
Revenue from State Sources	4,428,603.21	
Received from Tuition (includes transportation)	3,639,106.54	
Received from all Other Sources	<u>782,967.38</u>	
<b>TOTAL RECEIPTS</b>		<u><b>14,457,917.13</b></u>
Total Amount Available for Fiscal Year		\$14,988,874.89
Less School Board Orders Paid		<u>14,527,385.54</u>
<b>BALANCE ON HAND JUNE 30, 2001</b>		<b>\$ 461,489.35</b>

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## PEMBROKE SCHOOL DISTRICT (Cont.)

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**BRENT W. WASHBURN, CPA**  
**64 Hooksett Turnpike Road**  
**Concord, New Hampshire 03301-8400**  
**Telephone (603) 224-6133**

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

December 8, 2001

The School Board  
Pembroke School District  
Pembroke, New Hampshire 03234

I have audited the general purpose financial statements of the Pembroke School District as of and for the year ended June 30, 2001, and have issued my report thereon dated December 8, 2001. I conducted my audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether the Pembroke School District's financial statements are free of material misstatements, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of non-compliance.

### Internal Control Over Financial Reporting

In planning and performing my audit, I obtained understanding of the Pembroke School District's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one of more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

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## PEMBROKE SCHOOL DISTRICT (CONT.)

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This report is intended for the information of the Audit Committee, management, and federal awarding agencies, pass through entities. However this report is a matter of public record and its distribution is not limited.

I extend my thanks to the officials and employees of the Pembroke School District for their assistance during the course of my audit.

Brent W. Washburn, CPA



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## PEMBROKE SCHOOL DISTRICT (CONT.)

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### Appendix on Internal Controls

This is an Appendix to the December 8 ,2001 Pembroke School District report on internal controls and compliance based on an audit performed in accordance with Government Auditing Standards. The following are items that came to my attention during the audit regarding the design and operations of internal controls and compliance with laws, regulations, and other provisions of contracts and grants:

#### 1. Inventory of Fixed Assets

Criteria: Inventory of fixed assets represents a significant control tool in monitoring the School District assets and is essential to prepare reliable financial statements.

Condition: The School District does not have a schedule of assets controlled by the School District. Schedules of assets purchased by federal grants has been maintained. The School District would need to implement the new reporting model for years beginning after June 15, 2005 as required by the Governmental Accounting and Financial Reporting Standards: Statement 34 – Basic Financial Statements and management’s Discussion and Analysis for State and Local Governments. This new model requires fixed assets to be included although it would not require retroactive infrastructure reporting.

Cause: The normal practice of governmental units in New Hampshire has been to expense the fixed asset as purchase, and not to maintain any detail schedule of assets in use.

Recommendation: The District cause an inventory of these assets as soon as practical. The existence of fixed asset records will not only aid district officials in their control of these assets, but should be an invaluable tool in long range planning. General accepted accounting principles require fixed asset reporting as part of the general purpose financial statements and the audit opinion is being qualified due to the omission of this schedule.

Management Response: Initial physical inventory of assets accomplished in November 2000 by American Appraisal Associates. Currently in process of updating database with changes which have occurred since the physical inventory.

#### 2. Unsecured Cash

Criteria: The internal control procedures are designed to safeguard the assets of the School District.

Condition: The bank balance as per the bank statement at times was over the amount insured by federal bank deposit insurance. At one point during the year the balance reached \$1,811,046.

Cause: The need for manageable request from the town for the money appropriated results in large deposits, and large tuition bills result in large deposit balances.

Recommendation: The cash flow should be analyzed to insure that the cash balance is maintained at its lowest possible amount. The School District has joined the New Hampshire Public Deposit Investment Pool. The District has taken the practicable steps to reduce the risk of uninsured deposit. No further steps are considered necessary.

Management Response: Continuing to work with the elected treasurer to insure that School District are always protected by transferring excess balances into the available secured accounts at their disposal.

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## PEMBROKE SCHOOL DISTRICT (CONT.)

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### SUMMARY REPORT SPECIAL EDUCATION EXPENDITURES/REVENUES

In accordance with RSA 32:11-a, the following summary represents actual special education expenditures and offsetting revenues for the previous two fiscal years.

	<u>FY 1999/00</u>	<u>FY 2000/01</u>
Actual Expenditures	\$2,373,392	\$2,919,481
Actual Revenues		
♦ Catastrophic Aid	\$ 148,444	\$ 102,689
♦ Medicaid	128,995	79,002
♦ Federal Grant	103,872	130,845
♦ Tuition	181,304	216,931
♦ Transportation	<u>-0-</u>	<u>-0-</u>
Total Offsetting Revenues	\$ 589,586	\$ 529,467

Notes: Actual expenditures represent a total of all designated special education budget categories. Services provided through regular education categories cannot be accurately segregated.

State Foundation Aid/Adequate Education Aid paid in both fiscal years above contained various weighted stipends for those students identified as having special needs. These cannot be accurately identified as a separate revenue category.

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**PEMBROKE SCHOOL DISTRICT (CONT.)**

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**PEMBROKE SCHOOL DISTRICT  
BOND PAYMENT SCHEDULE**

		<b>Principal</b>	<b>Interest</b>
<b>Issue #1</b>	Original February, 1985 Hill School Addition	(\$1,845,000)	
	Refunding February, 1987	(\$1,750,000)	
	2000/01	90,000	38,962
	2001/02	90,000	30,369
	2002/03	90,000	22,067
	2003/04	90,000	13,813
	2004/05	90,000	5,586
<b>Issue #2</b>	July, 1991 Upper Elementary School	(\$3,950,000)	
	2000/01	265,000	113,977
	2001/02	265,000	96,752
	2002/03	260,000	79,560
	2003/04	260,000	62,270
	2004/05	260,000	44,720
	2005/06	260,000	26,910
	2006/07 (Final)	260,000	8,970
<b>Issue #3</b>	July, 1999 Pembroke Academy	(\$8,445,000)	
	2000/01	575,000	367,088
	2001/02	575,000	341,212
	2002/03	575,000	315,338
	2003/04	575,000	289,462
	2004/05	575,000	263,588
	2005/06	575,000	237,712
	2006/07	575,000	211,838
	2007/08	575,000	185,962
	2008/09	575,000	160,088
	2009/10	575,000	134,212
	2010/11	575,000	108,338
	2011/12	575,000	82,462
	2012/13	575,000	56,589
	2013/14	575,000	30,712
	2014/15	395,000	88,888



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## PEMBROKE SCHOOL DISTRICT (Cont.)

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First, let me say how pleased and privileged I feel to have the opportunity to serve as Pembroke Academy's Headmaster. During the past five years, our high school has experienced a tremendous amount of positive growth and change. Much of Pembroke Academy's evolution has resulted from the commitment of our faculty to engage ideas about how best to prepare students to meet the very real and ever-increasing challenges of contemporary life and, of course, from the on-going support of the Pembroke community, who have provided us with a first-rate facility and, more importantly, continue to send students to the Academy who are motivated, thoughtful and decent young men and women.

Indeed, the value of community is reflected in this year's school theme—"Pembroke Academy: A Community of Learners"—which defines our commitment to and practice of learning as a life-long activity. Most prominently in this vein, the grant-funded Renaissance Project has gotten off to a terrific start. We now have after-school programs at all three levels of education, which offer all students supervised enrichment and recreational activities; we also are building upon last summer's pilot transition program for freshmen by making that important experience available next summer to all incoming freshmen; and community members are now registering for the second semester of our Adult/Community Education Program, which offers nearly 40 courses, including a high school diploma completion track.

As always, our students continue to excel in variety of venues:

- Our Varsity Spirit Team achieved first place in the 18<sup>th</sup> Annual Kiwanis Cheerleading Competition.
- Not to be outdone, the JV Spirit Team won the Capital City Cheering Competition.
- Our Golf Team is this year's New Hampshire State Champions.
- The number of Pembroke Academy students taking this year's SAT's was double last year's number (hats off to our Guidance Department for raising student expectations here).
- 15 of 16 Pembroke Academy students taking the Advanced Placement Calculus test passed, most with scores in the top two categories.
- The Pembroke Academy Band – which did not exist 5 years ago – now has 27 members and our combined band and chorus programs are sending 5 students to All-State competition.

Pembroke Academy was fortunate, too, in welcoming some dedicated and talented new faculty members:

- Craig Willis replaced Roy Annis in Social Studies; Roy assumed directorship of our Renaissance Project and continues to coach Pembroke Academy's Girls' Soccer Team.
- Matt Benard replaced Josh Kim in Social Studies
- Bonnie Deutch replaced Jeanne Roy in Business
- Rich McKeon replaced Claire Laurendeau in Business
- Ann Grise replaced long-time Pembroke Academy Family and Consumer Science teacher Ginny St. Martin, who took a position as a consultant with the N.H. Department of Education.
- Amy Colbath joined the Family and Consumer Science Department

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## PEMBROKE SCHOOL DISTRICT (CONT.)

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- Jean Livernois replaced Carolyn Bordeau in English
- Liz Hill replaced Karen McRae in our Learning Center
- Karen Medeiros replaced Yolande VanZanten, who retired after many years of service to Pembroke Academy.
- Roy Whalen replaced long-time Pembroke Academy math teacher Jane Vaitkunas, who took a job in industry.
- Any Dunn replaced Beth McFall in mathematics; Beth is now serving as one of Pembroke Academy's assistant principals.
- Liz Mueller replaced Shari Bourgault in science
- Geoff Tomlinson replaced Dick Pratt in our Alternative High School; Dick is now serving as our Special Education Case Manager.

In addition, we've added two important teaching positions this year: Barbara Michaud has joined Liz Hill in Pembroke Academy's Learning Center, which is charged with supporting the academic needs of special education students; and Becky Hanson will join our Art Department for the spring semester.

This report began by observing the Academy's growth over the past few years. I'd like to conclude by outlining the Academy's future. Most fundamentally, we as an educational community are committed to sustaining a professional dialogue concerning how best to educate our students. This involves looking closely and continuously at curriculum, teaching methods, and assessment options and, moreover, coordinating this work with all the schools that feed into Pembroke Academy. But it also entails thinking beyond the traditional classroom through creating an awareness in our students of the world of work and its myriad possibilities and, most importantly, of emphasizing how any student's education can serve as a bridge to his or her dreams. Pembroke Academy has been and will continue to work assiduously on these vital issues as we, school and community, work together toward our goal of having all of our students achieve, contribute and thrive throughout their lives.

Respectfully submitted,  
Michael Reardon  
Headmaster



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## PEMBROKE SCHOOL DISTRICT (CONT.)

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The last year has been one of many changes for the students and staff at Three Rivers School. After a series of interviews during the winter months, I was hired to become the third principal of the school. The process of transition began almost immediately, with my spending a series of days over the spring months visiting the school to get acquainted with the staff and students and to hire new teaching staff. We are very pleased with the additions to our staff as follows:

Scott Brannen has been transferred to teach our Physical Education program  
Amy Charpentier has been hired to teach 7<sup>th</sup> and 8<sup>th</sup> grade Language Arts  
Delphina Corken has been hired to teach 7<sup>th</sup> and 8<sup>th</sup> grade Mathematics and Algebra  
Ruth Engel has been hired to manage our Special Education behavior program  
Jennifer Ginn has been hired to manage our 7<sup>th</sup> grade Special Education program  
Jonathan Marston has been hired to serve as our very first Assistant Principal  
Pat Rohr has been hired as our school psychologist.

Our curriculum has also changed with the expansion of our Unified Arts program so that all of our students study each unified art class for a minimum of a quarter of each year. The Unified Arts program is a very important part of our curriculum, providing many opportunities for our students to explore and develop their understanding of and skills in the areas of music, art, and computer technology. In addition, students have the chance to learn new activities in physical education classes, appreciate a new culture and language in our exploratory world language program, and to better understand adolescence and develop a lifetime commitment to good health through our health curriculum.

The summer was a busy one with one group of students continuing their studies in summer school, while another group attended our extended year program. There was a steady stream of visitors to register new students, all warmly greeted by our efficient secretarial staff. All the while our custodial staff worked diligently to clean and polish each room for the upcoming school year. The halls and doorways received a much-needed bright new coat of paint and the gym floor was sealed with polyurethane.

Another significant change this summer involved the introduction of computer-generated schedules for students. Many hours were spent creating the lists of courses offered, the lists of teachers and classrooms available, and of course, the lists of students at each grade level. Schedules are now printed by the click of a mouse. The office staff can quickly locate students throughout the day using the computer. This led to our development of computer generated report cards in November, which was also labor intensive during the first few months of school, but now all of our teachers use their computers to complete their grades each term. Report cards are printed in a matter of hours rather than days.

Late August saw the arrival of our students with our enrollment standing at just over 400. We enrolled nearly 50 new students this year, but with students moving out as well, our enrollment numbers have climbed only slightly. Sixth and eighth grade students immediately adjusted to their same teams from last year, while our fifth and seventh grade students were quick to settle in to



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## PEMBROKE SCHOOL DISTRICT (CONT.)

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their new teams. September saw students and staff coming together for a Saturday morning bike ride along the railroad paths to Bear Brook State Park. October was a very busy month as we held our Fall Relays at the Pembroke Academy track, and the students and staff all enjoyed celebrating their school spirit. Our sixth grade students trekked off to the coast of Maine for the Ferry Beach Environmental Camp for four days and we also had time for an evening of spooky orienteering in the dark under the tutelage of our seventh grade science teacher, Mr. Thomas.

Our sports teams have been hard at work making us proud, the band and chorus have made great strides in developing their skills, the art club has produced some truly amazing works of art, and the yearbook club is creating a very unique new look for our yearbook. Ski Club attracted over 100 students this year and our after-school program has interested a wide variety of students with its many activities. One new group this year is our Parents Advisory Council, with a small but enthusiastic group of parents who meet monthly to discuss various school issues. Their advice and feedback on policies, practices, and procedures has been invaluable. This group is open to all parents of Three Rivers students and I encourage parents to take advantage of this opportunity to share their ideas with the administration. We are also now sending our newsletter home each month to keep our parents informed about programs and important dates.

Overall, the year has been one of exciting growth and change for Three Rivers School. I commend the teaching and support staff who have adapted to the many changes. Everyone has gone out of their way to be welcoming and helpful during this summer and fall and their encouragement has been greatly appreciated. We look forward to the challenges ahead as we continue to develop our programs to meet the needs of the students of Pembroke.

Respectfully Submitted

Deborah Bulkley, Principal  
Three Rivers School

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## PEMBROKE SCHOOL DISTRICT (CONT.)

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As the 2001-2002 school year began I found myself back to my own job as principal of the Hill and Village Schools. I happily welcome Mrs. Deb Bulkley to Pembroke as the new principal of Three Rivers School and wish her every success. As busy and stressful as last year was I enjoyed the opportunity to see the Hill School alumni as older students. The three or four years makes such a difference at that age. I also want to thank the many staff members at Three Rivers School who worked so hard to keep things functioning throughout the year. I especially would like to mention the assistant principal, Jon Marston and Kelly Reynolds, the guidance counselor in that regard. They worked tremendously hard all year for the students of Three Rivers School. I also appreciated the help and patience of the parents. It was great to renew old acquaintances.

At the end of the 2000-2001 school year Sophie Guiliano retired after more than thirty years with the Pembroke School District. Mrs. Guiliano had most recently been teaching fourth grade at Hill School but had taught at the High Street School in the past. We will miss her gentle caring manner and wish her the best in her retirement.

This year we have a few additions to our staff. Mrs. Pam McMahon who had previously been a substitute for us has joined the staff at Hill School as a second grade teacher with the Sunapee team. Mrs. Cyndi Proulx joined us in the fourth grade on the Kearsarge team. We also have a new program at Village and Hill Schools to help students with a number of social and behavioral issues. Mrs. Rima Sutton is the teacher for that program.

Funds from the annual road race, coordinated by Craig Stam, were used to install soundproofing in the gymnasium at High Street. The gym which is also used as our cafeteria was notorious for its acoustics. The noise level was very uncomfortable for the youngest children even when they were working their hardest at being quiet. Noise just seemed to reverberate through the gym at very high levels. The new ceiling tiles have made a tremendous difference and it is now a much more pleasant place for the children to be. A thank you to Cindy Lewis of Architectual Link for her assistance and guidance in this project.

In the curriculum areas we continue to work to improve our program. In addition to our evaluation portfolios and the state assessment, we have begun to administer a reading test annually to our students. We have also initiated the Terra Nova tests for fourth graders. Giving tests does not in and of itself improve programs though there are times we are given that impression by politicians. However, it does give information that can be used to judge the strengths and weaknesses of our programs. We also utilize assessments to closely monitor student's progress so that we can initiate interventions when necessary.

In the realm of state assessment we have seen good growth in our results over the years. Since the initiation of the assessment, we have significantly reduced the percentage of children who score in the novice or lowest category. We have also made good progress in regard to the increased number of children who score in the advanced and proficient range. In the first reporting from the Terra Nova test, our fourth graders performed very well. They scored above the national average in all reported categories. The math scores were especially strong.



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## PEMBROKE SCHOOL DISTRICT (CONT.)

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It would be impossible to end this report without a mention of the events of September 11. Many staff and families of Village and Hill have numerous connections to New York and Washington. The time immediately following the attacks was very difficult as people tried to ascertain the whereabouts of friends and family. I would like to thank families for the way they handled the situation with their children. It helped us tremendously at school. The support for our fund raising for the orphaned children of New York police and firemen was also wonderful.

Since the eleventh, we have changed our practice at Hill of saying the Pledge of Allegiance as individual classes and recite it as a school. A fourth grader leads us each day. It has been very moving to witness how seriously the students approach this job and to witness students scrambling to the office to take part in the pledge should they be out of their rooms when it begins. The respect and patriotism that our students have shown is something of which we can be very proud. It has also been heartwarming to see our parents who are in the office area when the Pledge begins, stop what they are doing and join us. We know that mornings are a very busy time but those few minutes set aside for our country set a wonderful example for the children.

As usual I would like to thank Tom Haley and the Pembroke School Board for the unwavering support of our students. I'd also like to thank my staff and all of those associated with the district who work so hard for the children. It is a privilege to work in a district with such dedicated people.

Respectfully Submitted

Susanne Whitbeck  
Principal, Village and Hill Schools



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## PEMBROKE SCHOOL DISTRICT (CONT.)

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### PEMBROKE ANNUAL REPORT OF SCHOOL HEALTH SERVICES FOR PEMBROKE ACADEMY

Nursing Assessment/Illness	3970
Nursing Assessment/Injury	2270
Medications: scheduled & prin	3410
Health/Pregnancy/Well-baby Counseling	180
Faculty Health Office Visits	59
Total Visits to Health Office	9650
Health Records Reviewed & Tetanus Imm.	640
Free/Reduced Meal Program	64
Parental Conferences/Communications/Calls (Includes immunization update calls & letters)	1102
Professional Committee Participation: Crisis Team, IEP mtgs., SRT,, Discipline, Procedures, Conferences, Staff Development/ Inservices,, School Nurse Association (District, NH and National) Athletics/Medical/Interagency/Community, Make-A-Wish	102
Professional Workshops Attended (inc. w/e & pm)	12
Classroom/Staff Presentations	3
Sports Physicals in School Health Office	32

<b><u>Screenings</u></b>	<b><u>No.</u></b>	<b><u>Rechecked</u></b>	<b><u>Referred</u></b>
Vision	268+	12	9
Hearing	268+	3	1
Height	565+		
Weight	565+		
Blood Pressure	62	3	
Dental	3		3
Sports Physicals	32	4	4
Cardiac/Respiratory	6/2	2	2
Appendicitis	2		2
<b>Communicable Diseases</b>			
Pediculosis (Head Lice)		2	
Conjunctivitis		20+	
Strep Throat		8+	
Chicken Pox/Shingles		1	
Mononucleosis		8	
Ringworm/Staph		0	

Respectfully submitted,  
JoAnn V. Lytle, R.N., BSN, BSEd  
School Nurse-Health Teacher

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## PEMBROKE SCHOOL DISTRICT (CONT.)

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### PEMBROKE ANNUAL REPORT OF SCHOOL HEALTH SERVICES FOR THREE RIVERS SCHOOL

Nursing Assessment/Procedures	2792
Medications: Doses Given	5769
Staff Assessment	40+
Home Visits	0
Total Visits to Health Office	8601
Free/Reduced Meal Program	77
Special Education/IEP, 504, Student Assistance Team, Unified Arts Team, Building Team and Staff Meetings	122
Attention Defecit Disorder (ADD) Group	6
Professional Committee Participation: Rand Trust, School Nurse Assoc., School Nurses	12
Classroom Teaching/Presentations	81
Continuing Education/CPR/First Aid Certification	3
Inter-Agency Collaboration; Meetings with MD's, Parents, Dentists, Psychologists, Teachers; Transportation of Sick Students; Calling for Ambulance, Telephone Calls, Staff Education, Writing Student Reports/letters, etc.	+++

<u>Screenings</u>	<u>No.</u>	<u>Rechecked</u>	<u>Referred</u>	<u>Treated (known)</u>
Vision	440	33	16	7
Hearing	440	18	6	3+
Height	440			2
Weight	440			
Scoliosis	440	24	18	?
Pediculosis	440	227+	20+	20+
Dental Clinic	10		5	?
MMR Clinic	8			8

#### **Communicable Diseases**

Strep Throat	10	Chicken Pox	0
Conjunctivitis	5	Mononucleosis	1
Fifth's Disease	0	Rabies Exposure	0
Ringworm	2	Scarlet Fever	2
Scabies	0		

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## PEMBROKE SCHOOL DISTRICT (CONT.)

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### PEMBROKE ANNUAL REPORT OF SCHOOL HEALTH SERVICES FOR PEMBROKE HILL SCHOOL

SCREENING	SCREENING	RECHECK	REFERRED
Vision	265		11
Hearing	265		5
Dental	25		3
Scoliosis	85	10	4
Blood Pressure Check	80		3
Height & Weight	265		
Nursing Assessment/Treatment for Illness/Injury and or health counseling:			3811+
Medications Administered			4712

I had many parent conferences in person and by phone, and conferences with health care providers. I participated in I.E.P. meetings, weekly SRT and special education meetings at both Hill and Village Schools. As a member of the Wellness Committee I coordinated Working Wonders and March into May, and exercise incentive program for staff and two flu shot clinics open to the staff and community. I coordinated Thanksgiving and Christmas projects with the town Welfare Department.

Respectfully Submitted,  
Mary Rosenthal  
School Nurse



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## PEMBROKE SCHOOL DISTRICT (CONT.)

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### SCHOOL HEALTH SERVICES FOR PEMBROKE VILLAGE SCHOOL

SCREENINGS	SCREENING	RECHECK	REFERRED
Vision	163	10	6
Hearing	163	10	7
Impedance	163	22	0
Blood Pressure	10		
Height & Weight	163		
Dental	12		
Nursing Assessment/Treatment for Illness/Injury and or health counseling:			1965
Medications Administered			748
Home Visits			1

Nursing services are provided to the TLC pre-school program and to Child Find. I participated in I.E.P. meetings and Special Education meetings. I participated in the Pembroke nurses monthly meeting to discuss health issues and policies. I had many phone conversations and personal conferences with parents and healthcare providers regarding health issues and health maintenance.

Respectfully Submitted,  
Kathleen Mayer, School Nurse

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## PEMBROKE SCHOOL DISTRICT (CONT.)

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### THREE RIVERS SCHOOL 2001 GRADUATES

Jessica Allaire  
Christian Ammon  
Kristina Amyot  
Jason Barrows  
Janelle Barthelmes  
Darya Benson  
Jeremy Billings  
Whitney Blatsos  
Michael Boisvert  
Jerome Bouchard  
Eric Brezosky  
Ramsey Brown  
Michael Bryant  
Curtis Button  
Kelsi Cahow  
Gina Calkins  
Stephen Campbell  
Jason Corbeil  
Cortney Cox  
Brett Davis  
Rebecca Deangelis  
John Domenicis  
Christine Doyle  
Tyler Dubuque  
Tyler Duval  
Andrea Edes  
Forrest Ellis  
Michelle Emery  
Jessica Farley  
Robert Farrell  
Andrew Fitzgerald  
Todd Folsom  
Brian Foster  
Sarah French

Timothy Gagnon  
Jacob Gallagher  
James Gignac  
Naomi Goodine  
Kelsey Goodman  
Adam Goulart  
Kaila Gray  
Brandy Graziano  
Duncan Green  
Mary Grimes  
Cara Haley  
Megan Hebert  
Paul Hunt  
Robert Jeffery, IV  
Joshua Johnson  
Naomi Johnston  
Christopher Joyce  
Joseph Kelley  
Mathew Kowalik  
Matthew Lacerte  
Kim Laliberte  
Stephen Langtry  
Casey Lanigan  
Meghann Lawlor  
Sean Leary  
Kati Leverson  
Meaghan Littlefield  
Robert Lomartire  
Jessica Lorenzen  
Andrew Matott  
Johnathan Menard  
Ashley Middleton  
Michelle Miner

Bonnie Murphy  
Stephanie Murray  
Ashley Noto  
Brandy O'Brien  
Jonathan O'Brien  
Nicholas Paradis  
Benjamin Parker  
Nickolas Patrick  
Annie Perry  
Blaine Phair  
Kelly Phillips  
Nathan Potter  
Ryan Pouliot  
Laura Pritchard  
Joseph Prive  
Jamie-Lee Reynolds  
Curtis Richards  
Jacob Robertson  
Tanya Robie  
Kaitlyn Schmidt  
Stacey Seidner  
Ken Shipley  
Christopher St. Onge  
Tyler Stanyan  
John Swank  
Kyle Tiddes  
Kathy Tilton  
Nicole Valley  
Timothy Vincent  
Elizabeth Vinson  
June Wasowski  
Christopher Welch  
Ashley Youmatz  
David Younie

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## PEMBROKE SCHOOL DISTRICT (CONT.)

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### PEMBROKE ACADEMY 2001 GRADUATES

#### Pembroke

Benjamin Amar	Jeremy Gagne	Bridget Nelson
Ryan Batza	Katherine Genovese	Mark Paradis
Julie Bergman	Amy Giles	Dustin Paraskeva
Bryan Bertolami	Jonathan Goff	Angela Paulin
Andrea Blais	Lindsay Gordon	Steven Perron
Amanda Boudreau	Steve Hanson	Cindy Phillips
Jessica Bryant	Edward Higgins	Beth-Anne Raymond
Justin Carlucci	Sarah Higgins	Stephanie Rochon
Ryan Carrier	Pamela Hunsaker	Alan Rodgers
Michael Chadbourne	Brian Hunter	Diana Roy
Katie Chaput	Colleen Huntly	Jamie Roy
Katherine Charlton	Taryn Hussey	Matt Russell
Anat Chitranukroh	Henry Johnson	Reagan Saltmarsh
Amy Chouinard	Joshua Johnston	Tanya Sarcione
Therese Chronis	Jamie LaDuke	Geoffrey Saturley
Joshua Corbett	Erice Labonte	Stacey Sheldon
Jeffrey Davis	Dong Lee	Jessica Silva
Nichole Davis	Jessica Long	Alexandra Snow
Michael Delgado	Kathleen Lovett	Kevin Strassner
Michael Despres	Jeffery Lowes	Kris Strassner
Krystal Dorr	Tiffany Major	Mark Symanski
Desiree Dyer	David McAlister	Justin Van Nest
Travis Fleury	Christopher Mulcahy	Danielle Voth
Emily Forest	Joshua Mullin	Kathleen Walsh
		Jacob Zielinski



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**PEMBROKE SCHOOL DISTRICT (CONT.)**

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**STATEMENT OF REVENUES**

For the Year June 30, 2001

<b>REVENUES FROM LOCAL SOURCES</b>		
Current Appropriation	4,060,530.00	
		4,060,530.00
<b>TUITION</b>		
Other LEA Within New Hampshire	3,389,216.38	
		3,389,216.38
<b>SPECIAL EDUCATION TUITION</b>		
Other LEA Within New Hampshire	216,931.03	
		216,931.03
<b>OTHER LOCAL REVENUES</b>		
Earnings on Investments	121,999.60	
Food Service	301,332.98	
Rentals	22,965.96	
Other Local Revenue	76.08	
		446,374.62
<b>REVENUE FROM STATE SOURCES</b>		
<b>Unrestricted Grants-In-Aid</b>		
Adequacy Aid (Grant)	3,590,825.00	
Adequacy Aid (State Tax)	1,546,710.00	
		5,137,535.00
<b>Restricted Grants-In-Aid</b>		
School Building Aid	394,513.90	
Catastrophic Aid	102,688.81	
Vocational Transportation	3,143.28	
Child Nutrition	5,454.00	
Public Inter Agencies	27,672.83	
		533,472.82
<b>REVENUE FROM FEDERAL SOURCES</b>		
Other Elem/Sec Programs	171,158.54	
Vocational Education	65,568.29	
Child Nutrition	78,840.00	
Medicaid Distributions	79,002.23	
		394,569.06
<b>TRUST FUNDS</b>		
From Capital Reserve Fund	10,622.04	
From Other Expendable Trust Fund	619.27	
		11,241.31
<b>TOTAL REVENUES</b>		<b>\$ 14,189,870.22</b>
<b>FUND EQUITY-June 30, 2001</b>		<b>\$ 535,963.90</b>

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**PEMBROKE SCHOOL DISTRICT (CONT.)**

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**FINANCIAL REPORT**  
For the Year June 30, 2001

**INSTRUCTION**

Regular Education Programs	\$ 5,237,309.94	
Special Education Programs	2,407,786.93	
Vocational Education Programs	627,106.45	
Other Instructional Programs	205,456.76	
	<hr/>	\$ 8,477,660.08

**SUPPORT SERVICES**

Student	742,680.98	
Instructional Staff	275,018.00	
General Administration	376,769.51	
School Administration	660,535.87	
Business	0.00	
Operation & Maintenance of Plant	1,089,342.78	
Student Transportation	274,867.84	
Central	13,924.79	
Other Supporting Services	0.00	
	<hr/>	3,433,139.77

**DISTRICT WIDE EXPENDITURES**

Facilities Acquisition & Construction	11,241.31	
	<hr/>	11,241.31

**OTHER OUTLAYS**

Debt Service - Principal	930,000.00	
Debt Service - Interest	520,027.12	
	<hr/>	1,450,027.12

**FUND TRANSFERS**

Trust/Agency Funds	80,000.00	
	<hr/>	80,000.00

**SPECIAL REVENUE EXPENDITURES-INSTRUCTION**

Regular Education Programs	130,286.66	
Special Education Programs	0.00	
Vocational Education Programs	99,450.53	
Other Instructional Programs	0.00	
	<hr/>	229,737.19

**SPECIAL REVENUE EXPENDITURES-PUPIL SUPPORT SERVICES**

Student	0.00	
Instructional Staff	26,525.20	
General Administration	8,137.27	
Business	0.00	
Other Instructional Staff	0.00	
	<hr/>	34,662.47

**SPECIAL REVENUE FUNDS-BUSINESS**

Food Service Operations	384,079.40	
	<hr/>	384,079.40

**FACILITIES ACQUISITION & CONSTRUCTION**

Architectural/Engineering	80,000.00	
Building Acquisition/Construction	2,236,259.15	
	<hr/>	2,316,259.15

**TOTAL EXPENDITURES**

\$ 16,416,806.49





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## 2001 EMPLOYEE SERVICE AWARDS

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Left to Right:

Bradley Robertson, 15 years; Nancy Clifford, 15 years;  
Emile Lacerte, 5 years; Henry Malo, 25 years;  
David Stack, 15 years; Brian Lemoine, 20 years.

Not Present:

William Laceret, 5 years Charles Schmidt, 15 years; Darrell Amell, 15 years.

## INFORMATION ABOUT PEMBROKE

INCORPORATED .....	1759
POPULATION .....	6,800
AREA .....	Approximately 22.64 Square Miles
ROADS .....	Approximately 70.24 Miles of Road
ANNUAL ELECTION .....	2nd Tuesday in March
ANNUAL TOWN MEETING .....	Saturday following election
SCHOOLS .....	Pembroke Village (K-1)
.....	Pembroke Hill (2-4)
.....	Three Rivers (5-8)
.....	Pembroke Academy (9-12)
STATE SENATOR, 15TH SENATORIAL DISTRICT .....	Senator Sylvia Larsen
REPRESENTATIVES TO THE GENERAL COURT, DISTRICT 12 .....	Representative Gabriel "Gabby" Daneault
.....	Representative Frank W. Davis
.....	Representative Vincent E. Greco
.....	Representative Deanne Rush
UNITED STATES SENATORS .....	Senator Judd Gregg
.....	Senator Bob Smith
UNITED STATES REPRESENTATIVE .....	Representative Charlie Bass
CHURCHES .....	Three, representing three denominations